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Revised:  
Rescinds:

*Burnsville-Eagan-Savage School District Regulation 602*

## **602R ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **I. STATEMENT OF PURPOSE**

Burnsville-Eagan-Savage Policy 602 Organization of School Calendar and School day states, “The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.” The purpose of this document is to outline the procedures for developing the school calendar in accordance with Policy 602. As also noted in policy, “The calendar shall meet all provisions of Minnesota statutes pertaining to the minimum number of minutes and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.”

It is the responsibility of the ISD 191 assistant superintendent to facilitate the process of developing the recommended school calendars to present to the School Board for consideration and approval.

### **II. PROCEDURES**

#### **A. Establish Calendar Parameters**

Parameters are considered items that must be done per written expectations in policy, law or collective bargaining agreements. The calendar development process must be mindful to review possible changes in parameters by reviewing updates in District Policy and/or Minnesota law and by consulting with the Director of Human Resources about potential changes impacting employee contracts.

##### **1. Parameters ~~as of Winter 2020~~:**

- Teacher Work days
  - 184 Teacher work days
  - 187 Days for new teachers
    - Three (3) additional days prior to workshop
  - Four workshop days prior to first day
  - One end-of-year professional day after the last student day
- 170 Student days (Policy 602)
- Five non-student days for professional development and preparation
  - One must be after first semester
  - One must be placed in preparation for fall conferences
  - One must be placed in preparation for spring conferences
- Non Student Days (Policy 602)

- Labor Day
- Two days in October during the annual convention for Education Minnesota
- Thanksgiving and the Friday after Thanksgiving
- Martin Luther King, Jr., Day
- Memorial Day
- A winter break of at least seven days (excluding weekends)
- Must start after Labor Day (Minnesota Statute 120A.40)
- Kindergarten through Grade 12 (K-12) conference days scheduled for fall and spring

#### B. Establish Calendar Preferences

Calendar preferences, usually based on past practice, are items considered preferential in the calendars. Preferences are not formally required. Deviation from preferences should be noted when calendars are presented for approval so as to inform the Board and public and explain why.

##### Preferences ~~as of Winter 2020~~:

- Balance semesters with slightly longer second semester for spring standardized testing
- Non-student days as K-12
- Avoid student day on November general election day
- Schedule around days with predictably low attendance
- Graduation on Friday (last student day on Thursday)

#### C. Calendar Development Process

The school calendar can have a significant logistical and cultural impact on ISD 191 students, employees and families. As a result, the development process should include opportunities for various groups to offer feedback. While not all ideas and suggestions are possible, the opportunity to give input from various stakeholders is beneficial to all involved.

##### 1. Development of Initial Drafts

- Meet with Superintendent's Executive Leadership Team (ELT)
  - Review parameters and preferences (noted above)
  - Review timeline for establishing options
- Meet with Systems Improvement and Student Achievement (SISA) Directors
  - Review assessment calendar
  - Review general placement of professional development days
- Draft calendar options with support from Burnsville Education Association (BEA) president
  - Review parameters and preferences
  - Review timeline for drafting options
- Share drafts with ELT and SISA team
  - Review initial calendar options and drafts to allow feedback

- Update drafts with BEA president as appropriate, return to ELT as needed

## 2. Stakeholder Feedback Loop

- Share with cultural liaisons for feedback
  - Meet with cultural liaisons to allow discussion and feedback (facilitation of meeting can occur with support from SISA Directors)
  - Allow time for cultural liaisons to review and offer feedback and collect feedback by specified deadline
  - Update drafts as needed
- Share draft calendar option(s) with bargaining unit representatives for feedback (list of representatives acquired from Director of Human Resources)
  - Share draft calendars with bargaining unit leadership (meeting and/or shared google doc for feedback)
  - Allow time for group leads to review and offer feedback and collect feedback by specified deadline
  - Update drafts as needed
- Share with principal leadership
  - Share drafts with principal leadership for feedback
  - Update drafts if needed

Note: The feedback loop should begin again when a calendar draft is changed so each group has an opportunity to offer perspectives on subsequent drafts. For example, if principal feedback results in a change after the cultural liaisons have already reviewed, the new draft should be shared with the cultural liaisons to give feedback on the impact of changes.

## 3. Confirm Proposed Calendar Drafts with ELT

- Share final drafts with ELT for review
- Highlight changes made during feedback process
- Confirm final counts on parameters (student days, staff days)
- Confirm rationale for preferences

## D. Present Proposed Calendar(s) to School Board

By policy 602, the school calendar is presented to and approved by the ISD 191 School Board for the following school year no later than November of each year. Past and current practice has been to present the Board with calendars covering two school years at a time well in advance of this deadline.