

**Southwest Georgia S.T.E.M. Charter School**  
**Policy B2: Official School Year and School Day**  
**Adopted: April 18, 2022**

**OFFICIAL SCHOOL YEAR**

**I. Official School Year**

- a. The official school year for students consists of the equivalent of 180 days of attendance.

**II. Authorization for Departure from Official School Year**

When any of the following conditions exist, the principal or other authorized school leader, with the authorization of the Governing Board, and if applicable, the school's authorizer, may depart from the 180-day school year:

- a. The President of the United States or the Governor of the State of Georgia proclaims a state of emergency;
- b. There is an emergency, disaster, act of God, civil disturbance or a shortage of vital and critical materials, supplies, access to facilities, or fuel that make the continued operation of the School according to the definitions of school year, school month, or school day impractical or impossible.  
In the event that schools are closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material supplies, access to facilities, or fuel, the principal or other authorized school leader may elect not to make up missed days for students if, at the end of the last complete week of the school year, four or fewer days remain for completion of the regular 180 day school year. The school year will terminate at the end of the last school day of the last complete week of the school year in accordance with state statute.

**III. Work Year for Staff**

- a. The work year for teachers is a minimum of 190 days, including the 180 student attendance days and 10 planning or professional development days to consist of preplanning, post-planning, and other workdays during the school year as specified on the school calendar.
- b. If approved by the Board, the school leader may set an extended work year (200-day, 220-day, or annual duty) for some employees, to work a schedule set by the school leader.
- c. The principal or authorized school leader is authorized to schedule employee make up days or furlough days for based on the needs of the School.
- d. The principal or other authorized school leader may use a maximum of three instructional days per year to schedule non-instructional activities.

**IV. Length of Instructional Day**

- a. The length of the instructional school day for grades Pre-K-10th of the School is

six, (6) hours, excluding the lunch period. The following related to attendance shall also apply:

- i. A student must be in attendance on any given day for a minimum of three hours, excluding the lunch period, to be counted present at school for the day.
  - ii. Standardized testing shall be given as part of a full school day and not administered outside of school operating hours.
- b. High school graduation exercise may be scheduled on one of the three non-instructional activity days, or after the end of the official school year.
  - c. Students on authorized school trips or on hospital/homebound services may be counted present according to applicable policy.

## **V. Annual School Calendar**

- a. Approval of Annual Calendar
  - i. The school leader shall submit for approval by the Governing Board a calendar for the upcoming school year no later than the last voting session in March of each preceding year. The calendar shall specify the calendar dates of the school year for students, the work year for staff, holidays and breaks, and other critical activities and events. The annual calendar shall comply with the School's policies and applicable regulations of the State Board of Education and accrediting agencies.
  - ii. No later than the last regularly scheduled voting schedule in April, the Governing Board shall officially adopt the upcoming school year calendar.
  - iii. Information pertaining to dissemination and publishing of the adopted calendar shall take place on the school's website and via other communication channels no later than May 15 of each year.
- b. Authorization to Revise the Annual Calendar
  - i. The Governing Board, upon recommendation by school leader has the authority to make changes to the official school calendar through a duly adopted board resolution and, when applicable, after receiving the approval of state and local authorizing agencies.

## **VI. Fiscal Year**

- a. The fiscal year for the School shall be July 1 – June 30.