

## SCHOOL YEAR/SCHOOL DAY

### School Year

In accordance with the Code of Virginia, ACPS operates its schools with students in attendance a minimum of 180 teaching days or 990 teaching hours per school year. ACPS offers in-person instruction to each student enrolled in an elementary or secondary school in the division for at least 990 teaching hours except as otherwise permitted by Va. Code § 22.1-98.C.4 or Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia. The number of teaching days within the ACPS school year may include more than the 180 days required by the State of Virginia.

Days on which a school or schools in the Division are closed due to severe weather or other emergencies are made up as provided below if necessary to meet these requirements.

Students are provided a minimum of 680 hours of instructional time in elementary school in the four academic disciplines of English, mathematics, science, and history and social science. Unstructured recreational time that is intended to develop teamwork, social skills, social and emotional learning, and overall physical fitness may be included in the calculation of total instructional time or teaching hours for elementary school, provided that such unstructured recreational time does not exceed 15 percent of total instructional time or teaching hours.

### Make-Up Days

If severe weather conditions or other emergency situations result in:

- the closing of one or more ACPS schools; or
- an unscheduled remote learning day for one or more schools;

one of the following methods of make-up days, make-up hours, or unscheduled remote learning days, as appropriate in the circumstances, is followed.

When severe weather conditions or other emergency situations result in the closing of one or more ACPS schools:

- For five or fewer days, all *missed* days are made up by adding teaching days to the school calendar or extending the length of the school day; or
- For six days or more, the first five days plus one day for each two days *missed in excess of the first five* are made up by adding teaching days to the school calendar or extending the length of the school day; or
- For any school that is unable to meet the 180 teaching day requirement, ACPS may make up the missed teaching days by providing its students with instructional hours equivalent to the missed teaching days to meet the minimum 990 teaching hour requirement; or
- ACPS may declare an unscheduled remote learning day whereby the school provides instruction and student services that are consistent with guidelines established by the Virginia Department of Education (VDOE) to ensure the equitable provision of such services. Such unscheduled remote learning days are not considered to be *missed* days. ACPS does not claim more than 10 unscheduled remote learning days in a school year unless the Superintendent of Public Instruction grants an extension.

47 The Virginia Board of Education (VBOE) may waive the requirement that ACPS provide  
48 additional teaching days or teaching hours to compensate for school closings resulting from a  
49 declared state of emergency or severe weather conditions or other emergency situations under  
50 certain circumstances. If the School Board desires a waiver, it will submit a request to VBOE. The  
51 request will include evidence of efforts that have been made by ACPS to reschedule as many days  
52 as possible and certification by the Superintendent and School Board Chair that every reasonable  
53 effort for making up lost teaching days or teaching hours was exhausted before requesting a  
54 waiver. If the waiver is denied, ACPS will make up the missed instructional time.  
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56 The VBOE waives the requirement that school divisions provide additional teaching days or  
57 teaching hours to compensate for school closings resulting from an evacuation directed and  
58 compelled by the Governor pursuant to Va. Code § 44-146.17 for up to five teaching days. If the  
59 School Board pursues such a waiver, it notifies VBOE and provides evidence of ACPS' efforts to  
60 reschedule as many days as possible, and certification by the Superintendent and School Board  
61 Chair that every reasonable effort for making up lost teaching days or teaching hours was  
62 exhausted. After receiving the notification, VBOE grants the waiver and there is no  
63 proportionate reduction in the amount paid by the Commonwealth from the Basic School Aid  
64 Fund. Further, the local appropriations for educational purposes necessary to fund 180 teaching  
65 days or 990 teaching hours shall not be proportionally reduced by the Alexandria City Council due  
66 to any reduction in the length of the term of any ACPS school or schools permitted by such waiver.  
67

68 **School Calendar**

69  
70 The School Board establishes the Division's calendar in accordance with state law. The School  
71 Board establishes teaching contracts in accordance with applicable VBOE regulations to include  
72 contingencies for making up teaching days and teaching hours missed for emergency situations.  
73 The School Board adopts the official school calendar for the following year no later than June 1  
74 upon the recommendation of the Superintendent. The School Board must approve any exceptions  
75 or revisions to the calendar in advance.  
76

77 The Superintendent ensures that the calendar conforms to the number of actual days of  
78 employment as required by law and Board policy.  
79

80 The Superintendent may convene an advisory committee composed of teachers, parents, and  
81 administrators to recommend a proposed calendar to the Superintendent. The recommendation of  
82 this committee shall be advisory.  
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84  
85 **Certification**

86  
87 The Superintendent and School Board Chair certify the total number of teaching days and  
88 teaching hours each year as part of ACPS' annual report to VBOE.  
89

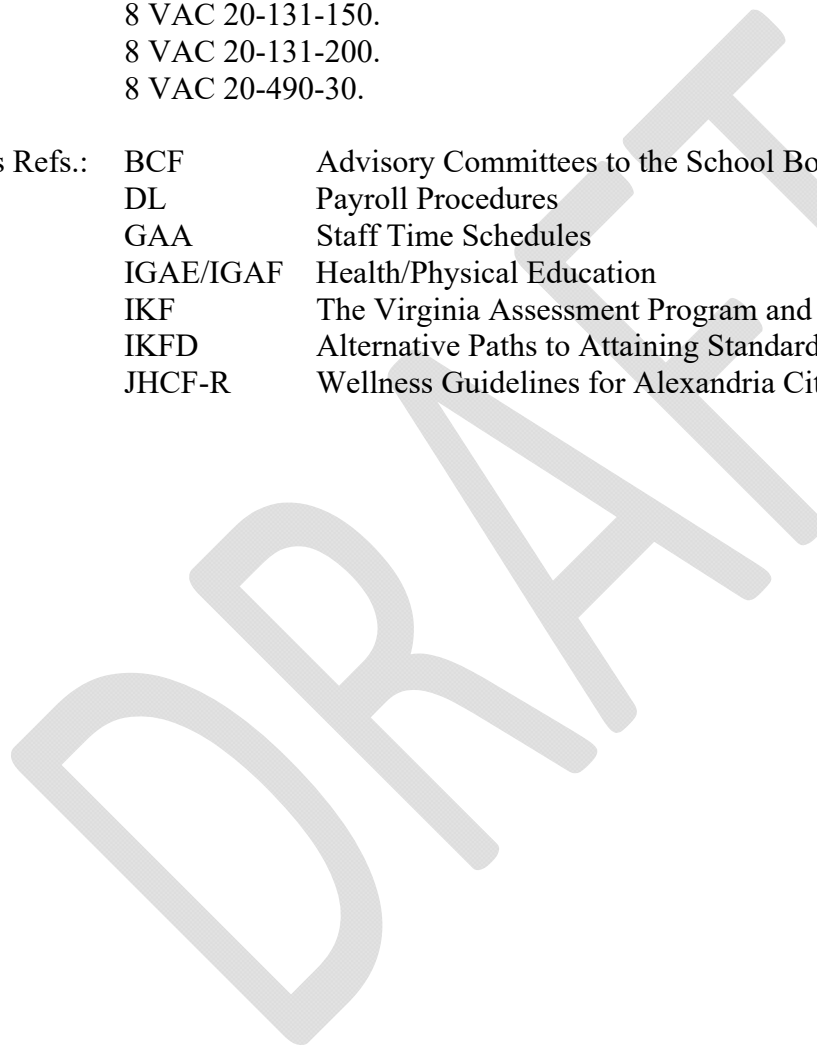
90  
91 Adopted: January 9, 1997  
92 Amended: July 1, 2005

93 Amended: June 15, 2006  
94 Amended: June 11, 2015  
95 Amended: June 17, 2021  
96 Amended: November 4, 2021

97  
98 Legal Refs: Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98, 22.1-200.2.  
99  
100 Acts 2019, cc. 569, 570 and 637.

101  
102 8 VAC 20-131-150.  
103 8 VAC 20-131-200.  
104 8 VAC 20-490-30.

105  
106 Cross Refs.: BCF Advisory Committees to the School Board  
107 DL Payroll Procedures  
108 GAA Staff Time Schedules  
109 IGAE/IGAF Health/Physical Education  
110 IKF The Virginia Assessment Program and Graduation Requirements  
111 IKFD Alternative Paths to Attaining Standard Units of Credit  
112 JHCF-R Wellness Guidelines for Alexandria City Public Schools



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**Commented [1]:** Per the enactment of enactment of Va. Code § 22.1-2.1

Days on which a school or schools in the Division are closed due to severe weather or other emergencies are made up as provided below if necessary to meet these requirements.

Students are provided a minimum of 690-680 hours of instructional time in elementary school in the four academic disciplines of English, mathematics, science, and history and social science. Unstructured recreational time that is intended to develop teamwork, social skills, social and emotional learning, and overall physical fitness may be included in the calculation of total instructional time or teaching hours for elementary school, provided that such unstructured recreational time does not exceed 15 percent of total instructional time or teaching hours.

**Commented [2]:** Per the Code

**Make-Up Days**

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**Commented [3]:** I find the wording here confusing, but am unable to articulate an alternative suggestion. It sounds like we're saying we'll make sure we meet the 990 hour requirement when weather conditions and emergency circumstances disrupt our ability to open our buildings as usual. This is similar to the 2nd paragraph.

**Commented [4R3]:** Essentially it's saying you can have 180 instructional day or 990 instructional hours. Either satisfies the requirement, you don't need to meet both. This lets you do stuff like build extra instructional hours into the regular school day. For example, you might be able to meet the 990 hours in 175 instructional days if each day has enough instructional hours.

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80 The Superintendent may convene an advisory committee composed of teachers, parents, and  
81 administrators to recommend a proposed calendar to the Superintendent. The recommendation of  
82 this committee shall be advisory.

#### 83 84 School Day

85  
86 ~~The standard school day for students in grades 1 through 12 averages at least 5 1/2 instructional~~  
87 ~~hours excluding breaks for meals and recess. The standard school day for kindergarten is a~~  
88 ~~minimum of three instructional hours.~~

89  
90 ~~All students in grades 1 through 12 maintain a full day schedule of classes unless a waiver is~~  
91 ~~granted in accordance with policies defined by the School Board.~~  
92

**Commented [5]:** I will be submitting a Board Memo requesting a formal set of regulations to define elements for consideration in creating annual school calendars.

**Commented [6R5]:** Excellent. I've mentioned the value of this to board leadership.

Each elementary school provides students with at least 30 minutes of daily recess during the regular school year in accordance with Policy IGAE/IGAF and Regulation JHCF R.

The secondary school class schedule contains a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded must be no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools is established by the School Board upon the recommendation of the Superintendent, provided that the daily program for students in grades 1 through 12 averages at least 5 ½ hours, not including meal intermissions. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten is at least three hours, not including meal intermissions. No school official may dismiss classes before the scheduled dismissal hour except with the approval of the Superintendent.

The Individual Education Plan (IEP) for students with disabilities may provide for a shortened school day if appropriate to meet the needs of the student.

When exceptions in the length of the daily program are necessary, the Board requests approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees is determined by the School Board. It is of sufficient length to allow for the daily program for students and additional time as may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions, or other contractual obligations.

Commented [7]: Struck from the VSBA Model Policy

### **Certification**

The Superintendent and School Board Chair certify the total number of teaching days and teaching hours each year as part of ACPS' annual report to VBOE.

Adopted: January 9, 1997  
Amended: July 1, 2005  
Amended: June 15, 2006  
Amended: June 11, 2015  
Amended: June 17, 2021  
Amended: November 4, 2021

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