

## **Operations Policy #904 School Calendar**

### **Purpose:**

The Cyber School must operate on a school calendar that reflects the 990 hours of instruction that must be offered to the students in the 180 days of school. The school calendar is important to firmly set the expected days of attendance for students and staff.

### **Guidelines:**

- The CEO shall design a school calendar with input from supervisors and staff where appropriate.
- The Board of Trustees shall approve the school calendar by roll call vote.
- The school calendar shall be made available to staff and students in order to plan for the next year.
- The school calendar shall be designed to show the teacher in-service days, the starting and ending date for students, testing dates, graduation date, and the holidays where no attendance by students or staff is required.
- The Board of Trustees must approve any changes to the school calendar after the formal board adoption per the PA school code.
- The school calendar must be submitted to PDE whenever the CEO requests tuition payments from districts that have not paid their tuition invoice.

### **Delegation of Responsibility:**

The CEO shall be responsible for proposing the school calendar to the Board of Trustees and organizing the school year based on the calendar.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.