

**Education and Workforce Development Cabinet**

**Kentucky Board of Education**

**Department of Education**

**(Amendment)**

**702 KAR 7:140. School calendar.**

RELATES TO: KRS 157.320, 157.350, 158.060, 158.070

STATUTORY AUTHORITY: KRS 156.070, 156.160, 157.320, 158.060, 158.070

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070, 156.160, 157.320, 158.060

and 158.070 define[s] the school day and month and requires the board to promulgate

administrative regulations governing the make-up of school days missed. KRS 158.070 defines

the school term and requires the board to promulgate administrative regulations for ~~[year-round~~

~~school program calendars,]~~ governing the use of school days, and establishing school calendars.

This administrative regulation establishes the requirements for school districts to follow

regarding school calendars.

Section 1. Calendar requirements. (1) The local board of education~~[-, upon recommendation of~~

~~the local school district superintendent,]~~ shall adopt a school calendar ~~[for the upcoming school~~

~~year]~~ on or before May 15 of each year. The calendar shall:

(a) ~~[Establish the opening and closing dates of the school term;~~

~~(b) Establish beginning and ending dates of each school month;~~

~~(c) State the number of days of instruction;~~

~~(d)]~~ Establish the ~~[minimum]~~ length of each[the] student attendance [instructional] day;

(b) ~~(e)~~ Set [state] the instructional time the local board of education requires for kindergarten per KRS 157.320 (7); ~~[if in excess of the minimum three (3) hours of instruction~~

~~(f) State whether the additional instructional time, if any, is planned to be banked to make up for full days which may be missed due to an emergency; and~~

~~(g) Designate days on which schools shall be dismissed.]~~

(2) Opening day ~~[,for planning activities without the presence of pupils,]~~ shall be scheduled to occur prior to the first student attendance ~~[instructional]~~ day of the school year ~~[term]~~.

(3) Closing day ~~[,for planning activities without the presence of pupils,]~~ shall be scheduled to occur following the completion of the last student attendance ~~[instructional]~~ day of the school year ~~[term]~~.

(4) Local school districts shall plan appropriately for the make-up of instructional time missed due to emergency. In addition to the minimum 1,062 ~~[1050]~~ hour student instructional year ~~[term]~~, the school calendar shall include days equal to the greatest number of days missed system-wide in the local school district over the preceding five (5) school years.

(5) Graduation ceremonies may be held before the end ~~[shall be scheduled to occur following completion]~~ of the student instructional year ~~[term]~~. Diplomas shall be distributed after completion of the student instructional year.

(6) An up-to-date master (bell) schedule shall be on file in a school. Up-to-date master (bell) schedules for each school in a district shall be on file in the district's central office.

Section 2. Calendar approval. (1) The local board of education shall file each adopted school calendar with the department ~~[Department of Education]~~ no later than June 30 of each year. The local school district shall not be paid any installment of its SEEK program allotment until the school calendar has been approved by the department ~~[Department of Education]~~.

(2) The local board of education, upon recommendation of the local school district superintendent, may amend the school calendar.

(3) An amended school calendar shall be submitted for approval to the department [~~Department of Education~~] no later than June 30 of each year.

Section 3. Instructional time missed. (1) The regularly scheduled school day shall not be shortened after the school calendar has been adopted by the local board of education and approved by the department [~~Department of Education~~] except in cases of emergency declared by the local school district superintendent in accordance with policies of the local board of education.

(2) The local school district shall be allowed a total of five (5) instructional hours missed each school year that do not have to be made up, and that occurred as a result of school days shortened due to emergency. These hours shall be reported to the department and credited to the amended school calendar [~~on the amended school calendar~~].

(3) Except as provided in subsection (2) of this section, all instructional time missed on school days shortened due to emergency shall be made up and shall be reported to the department [~~Department of Education~~] on the amended school calendar.

Section 4. Disaster days. (1) A school district shall not be considered for disaster days unless the district has missed more than twenty (20) regular student attendance [~~instructional~~] days system-wide. The local school district shall make up at least the first twenty (20) regular student attendance [~~instructional~~] days missed in a school year by adding these equivalent hours back into the school calendar.

(2) A local board of education request for district-wide disaster days shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this

request. Approved disaster days shall be the length of the student attendance day established in the approved calendar.

Section 5. Emergency days. A local board of education may request emergency [~~disaster~~] days if one (1) school, or part of the district, is forced to miss school on a particular day due to an emergency. The request shall be submitted to the Commissioner of Education for approval. A copy of the local board order shall accompany this request. Approved emergency days shall be the length of the student attendance day established in the approved calendar.

Section 6. Activities of the school day. (1) The following shall constitute the activities to be conducted during the instructional school day:

(a) Courses and content included in the “Kentucky Core Academic Standards” [~~“Program of Studies for Kentucky Schools, Grades Primary-12”~~], pursuant to 704 KAR 3:303;

(b) [~~Courses and activities included in the local school district program of studies for which a letter of assurance of compliance has been submitted to the Department of Education pursuant to 704 KAR 3:305;~~]

[(~~e~~)] Cocurricular activities which are unequivocally instructional in nature, directly related to the instructional program and scheduled to minimize absences from classroom instruction; and

(c) [(~~d~~)] A maximum of five (5) minutes passing time between instructional periods, and travel time required to participate in regular instructional programs off of the school campus including vocational schools, day treatment centers, and alternative schools. Travel time to off-campus facilities shall be scheduled to minimize absence from classroom instruction.

(2) The local board of education shall adopt a policy specifying cocurricular instructional activities which may be included in the instructional school day, as described in subsection (1)

(b) [(~~e~~)] of this section.

- 1 (3) Each school shall have available a master (bell) schedule that delineates instructional time
- 2 periods and noninstructional time periods for all grade levels served and schedules provided. (36
- 3 Ky.R. 497; Am. 1217; eff. 1-4-2010.)