

**160-5-1-.02 SCHOOL DAY AND SCHOOL YEAR FOR STUDENTS AND EMPLOYEES.**

**(1) DEFINITIONS.**

(a) **Dual enrollment** – a program through which high school students take courses from a state public or private postsecondary institution while still enrolled as a high school student and receive credit both at the high school and at the postsecondary institution.

(b) **Fifth-year senior** – a student enrolled in high school for the fifth year to satisfy the credit unit requirement to graduation.

(c) **Full-time equivalency (FTE) count day** – the dates specified by the State Board of Education (SBOE) for recording FTE, a student count consisting of six state-funded segments per student authorized under O.C.G.A. §20-2-161.

(d) **Georgia Department of Education (GaDOE)** – the state agency charged with the fiscal and administrative management of certain aspects of K–12 public education including the implementation of federal and state mandates. Such management is subject to supervision and oversight by the State Board of Education.

(e) **Instructional time** – all portions of the school day when instruction or instruction-related activities based on state approved courses are provided or coordinated by a certified teacher or substitute teacher. Instructional activities may further be defined by locally developed educational objectives but shall not include any activity expressly excluded from instructional time by this rule.

(f) **Joint enrollment program** – a program through which high school students take courses at a state public or private postsecondary institution while still enrolled as a high school student and receive credit only at the postsecondary institution.

(g) **Local Board of Education (LBOE)** – agency charged with adopting policies to govern educational entities within the local educational agency.

(h) **Local Educational Agency (LEA)** – local school system pursuant to LBOE control and management.

(i) **School day** – the period of time in which K-12 students are required to be present at school as approved by the LBOE.

(j) **School year for students** – a minimum of 180 school days or its equivalent.

**(2) REQUIREMENTS.**

(a) The LBOE shall establish and approve the school day and school year for students in grades K–12 at a regularly scheduled LBOE meeting.

1. For Grades K–12, the LBOE shall schedule the school year for students as a minimum of 180 school days or its equivalent.

(i) LEAs not operating the minimum school year for students shall receive a prorated reduction of state funds.

2. For Grades K-12, the LBOE shall schedule a school day that must, at a minimum, satisfy the following instructional time requirements:

(i) Any grade K – 3 shall have not less than a daily average of 4 ½ hours (270 minutes) of instructional time based on the 180-day school year.

(ii) Any grade 4 – 5 shall have not less than a daily average of 5 hours (300 minutes) of instructional time based on the 180-day school year.

(iii) Any grade 6 - 12 shall have not less than a daily average of 5 ½ hours (330 minutes) of instructional time based on the 180-day school year.

(b) The LBOE shall notify parents of its adopted number of instructional minutes for Grades K–12 in a manner consistent with established district communication procedures.

(c) A LBOE may, without the necessity of authorization from the SBOE, elect not to complete, as make-up days, up to four additional days otherwise needed which are the result of days when school was closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material, supplies, or fuel as provided in O.C.G.A. § 20-2-168(c)(3).

(d) The LBOE may provide for the closure of its schools on November 11 of each year to enable students, teachers, and administrators to participate in Veterans Day programs to honor veterans of the armed forces.

(e) The LBOE shall adhere to all SBOE rules governing graduation and awarding units of credit requirements for graduation.

(f) The LBOE shall adhere to the minimum hours of instruction in academic classes for middle school programs as established in SBOE Rule 160-4-2-.05 MIDDLE SCHOOL PROGRAM CRITERIA and O.C.G.A. § 20-2-290.

(g) A maximum of ten clock hours of early dismissal time, per school year for parent-teacher conferences may be counted as instructional time.

- (i) Testing, counseling, and health screenings are deemed to be instructional activities.
- (ii) Educational field trips which relate directly to standards are deemed to be instructional activities.
- (iii) Rest periods, recesses, breaks, class change time, and lunch periods are not considered to be instructional time.
- (h) Only days in which students are present for at least half of the instructional time required at each grade level shall be counted as a school day in the school year.
- (i) The LEA may alter the school day daily schedule for students in Grades K–12 consistent with the LBOE policy.
  - 1. Students identified as fifth year seniors are exempt from required daily average instructional time.
  - 2. The LEA may exempt from required daily average instructional time by a hardship waiver as specified in LBOE policy, students in grades 9–12 who are older than mandatory attendance age.
  - 3. Students enrolled in dual or joint enrollment programs, or both, are exempt from required average instructional time.
- (j) In grades K–12 student time away from classes shall be limited to 10 school days per year for school sponsored non-instructional activities.
  - 1. The LBOE may authorize additional time away from classes for school sponsored non-instructional activities by adopting a policy that:
    - (i) Establishes clear circumstances under which the LBOE will consider and approve additional student activities not included in instructional time.
    - (ii) Provides for an explanation of how such additional activities not included in instructional time will be academically and instructionally beneficial to students.
    - (iii) Implements a procedure for maintaining documentation of individual student absences in accordance with state and local policies.
- (k) The FTE count shall be taken in accordance with provisions in SBOE Rule 160-5-1-.07 STUDENT DATA COLLECTION regardless of a school’s daily schedule on FTE count days.

(l) The LBOE shall adopt policies and procedures identifying the minimum work day for all employees.

(i) Beyond the school year for students, the LBOE shall adopt policies and procedures identifying the number of days to be utilized for professional learning for all employees.

(m) The LEA shall submit an annual school calendar to the GaDOE in accordance with GaDOE guidelines no later than May 31<sup>st</sup>.

1. The LBOE approving a school calendar containing less than 180 school days shall also submit the number of daily instructional minutes that the schools in the LEA will follow.

2. Amendments made to an LEA's calendar after May 31<sup>st</sup> must be submitted to GaDOE no later than 30 days after LBOE approval.

**Authority:** O.C.G.A. § 20-2-151, 20-2-160, 20-2-161.1, 20-2-165, 20-2-168, 20-2-168(c), 20-2-240.

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