

# CHARLOTTE-MECKLENBURG SCHOOLS

<b>REGULATION</b>	<b>CMS/NEPN Code:</b>
<b>School Calendar</b>	<b>ICA-R</b>

The school calendar that is recommended by the administration to the Board of Education for approval shall be consistent with provisions of North Carolina law. In developing its recommendation, the administration shall follow these guidelines:

1. Employment Days: There must be 215 employment days, allocated as follows:
  - a. 185 instructional days;<sup>1</sup>
  - b. At least 10 holidays (The number of holidays depends on the day of the week of Christmas Day: If Christmas Day is on a Tuesday, Wednesday, or Thursday, there will be 11 holidays; if Christmas Day is any other day of the week, there will be 10 holidays.);<sup>2</sup>
  - c. 10 annual leave days;
  - d. 9 or 10 teacher workdays (See letter b, above: if Christmas Day is on a Tuesday, Wednesday, or Thursday, there will be 9 teacher workdays; if Christmas Day is any other day of the week, there will be 10 teacher workdays.).
2. Opening and Closing Dates: The first day for students shall not be before August 25 and the last day scheduled for students shall not be after June 10.<sup>3</sup>
3. Use of Teacher Workdays: The 9 or 10 teacher workdays built into the calendar shall be designated as either “required” or “optional” and shall be scheduled as follows:
  - a. Required Workdays: 7 or 8 of the days set aside as workdays may be designated as days on which teachers are required to be at work.
    - i. Central Office Use: Up to 4 of the required workdays may be protected for activities planned by the Central Office. The dates on which these days are scheduled may vary for different personnel.

<sup>1</sup> The NC School Calendar law was amended in June 2011 to require an increase in the number of instructional days from 180 to 185, effective with the 2011/12 school year. CMS was permitted to waive the additional 5 instructional days for the 2011/12 school year and use them as professional development teacher workdays. Effective with the 2012/13 school year, students will be required to attend school those additional 5 days.

<sup>2</sup> The number of holidays each year is determined by the State Personnel Commission. During a school year, districts are required to schedule the same number of days off for holidays as state employees have off for holidays during the same calendar period. Depending on the day of the week on which Christmas Day occurs, this number may be 10 or 11. The only holiday that must occur on a specific calendar date is Veterans Day, which must be observed on November 11 when that date falls on a weekday.

<sup>3</sup> The constraints on opening and closing dates may not apply to schools that are permitted by North Carolina law to operate under a modified calendar.

**Date of Adoption: 10/10/03**

**Page 1 of 4**

**Revised: 5/12/05, 1/6/12**

**Legal Reference: N.C.G.S. §115C – 84.2**

**Previous CMS Regulation: None**

**Cross Reference: GCD, GCDA, GCMB, GCMBA**

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- ii. School Use: The remaining required workdays may be protected for school use and will be scheduled on days chosen by the principal of each school, in consultation with the School Improvement Team, prior to the first day of employment for teachers for the school year. The purposes and dates on which these workdays are scheduled may vary for different personnel. The principal must communicate the dates of these teacher workdays to the teachers prior to the first day of employment of teachers for the school year.
  - b. Optional Workdays: There must be at least 2 days designated as optional teacher workdays. Optional teacher workdays are days on which teachers either will work or take off with pay as (1) accumulated vacation leave; or (2) flex day leave. (See Section 8, below, for an explanation of flex day leave). These workdays shall be scheduled on days that are not required workdays. Because of the way in which “Central Office Use” and “School Use” required workdays are scheduled, optional workdays may occur on different days for different personnel.
4. Holidays:
- a. Veterans Day: When Veterans Day occurs on a weekday, it must be a holiday for students and all school personnel.
  - b. Other Holidays: In addition to Veterans Day, the holidays listed below are recognized by the State of North Carolina (see footnote #2). Consideration should be given for designating these days as holidays for students and staff:
    - New Year’s Day
    - Martin Luther King, Jr. Day
    - Good Friday or Easter Monday Day
    - Memorial Day
    - Labor Day
    - Thanksgiving Day
    - Christmas Day
    - Independence Day (for 12 month employees, only)
5. Inclement Weather Make-up Days: At least 5 of the days on which teacher workdays or required annual leave days are scheduled shall also be designated as make-up days for instructional days that are canceled because of hazardous weather or other emergency conditions (“inclement weather days”). If schools close on an instructional day, a make-up day shall then be used for instructional purposes. The order in which the make-up days will be used shall be noted on the calendar. In most cases, the inclement weather day shall be treated as the type of

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day (i.e. workday or annual leave day) as its make-up day.<sup>4</sup> If necessary, in order to make up inclement weather days, instructional days may be scheduled on Saturdays or added as an extension to the school year.

6. Election Day: Consideration shall be given to scheduling a teacher workday on the day of a non-Presidential election (the first Tuesday following the first Monday in November). A teacher workday shall be scheduled on the day of a Presidential election.
7. Flex Day Leave: Subject to the limitations set forth below, teachers who attend certain voluntary in-service classes that are offered outside of the 215 employment days may, for each day of attendance, receive a stipend or receive a day of “flex day” leave. For each day of flex day leave accumulated, during the subsequent school year a teacher may take off with pay an optional teacher workday or inclement weather day that is treated as optional teacher workday (see paragraph 6 and footnote #2 for an explanation of this circumstance).

Limits on Use of Flex Day Leave:

- a. Only some in-service classes offered outside of the 215 employment days will be designated as ones for which teachers may receive stipends or flex day leave in exchange for their attendance. The designation will be noted on information publicizing the particular class.
  - b. Only 2 days of flex day leave may be “earned” for attendance at voluntary in-service classes. Extra days may not be accumulated.
  - c. Flex day leave may not be carried forward from one school year to the next.
  - d. Teachers will not be compensated for any flex day leave left unused at the end of a school year or if they separate from employment during a school year.
8. Religious Holidays: Consideration will be given to scheduling teacher workdays and annual leave days so that they coincide with religious holidays on which high absenteeism is anticipated.
  9. Graduation: Every effort will be made to schedule graduation ceremonies for the teacher workdays immediately following the last instructional day for students. If

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<sup>4</sup> As an example of this kind of “exchange”: If school closes on January 5 because of snow and the designated make-up day is February 20, January 5 will “assume the character” of February 20. If February 20 is an optional teacher workday, January 5 will be treated as an optional workday. If February 20 an annual leave day, January 5 will be treated as an annual leave day.

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**Page 3 of 4**

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necessary, graduation ceremonies may also be scheduled on weekends.

10. Bell Schedule: The Superintendent shall establish the opening and closing times of each school (the “bell schedule”). The bell schedule shall assure that the district provides for a minimum of 1025 hours of instructional time in a school year.

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**Page 4 of 4**