

Instruction

General Organization of Instruction

School Day

It is the goal of the Watertown School Board to approve by January 1 of the preceding school year an annual calendar that establishes the days that are planned for direct student instruction.

The school administration shall prepare a proposed annual school calendar and present the proposed calendar to the Board in a timely fashion. In preparing the proposed annual school calendar the administration shall consider and attempt to balance multiple relevant factors such as the following:

1. Promoting the overall effectiveness of the District's instructional and other programming, coordinating the calendar across all instructional levels;
2. Meeting or exceeding state defined requirements for days, hours, and minutes of direct student instruction. The actual hours of a normal school day may vary according to elementary, middle, or high school classification;
3. The expectations or preferences that have been expressed by District staff, parents, and students including potential burdens that particular school schedules may place on staff and school families.
4. Coordinating the District calendar with known school-sponsored and community-based activities that may affect student attendance and learning;
5. Operational efficiency, including planning for inclement weather days and other possible emergency closures;

The proposed school calendar shall identify at the following:

1. The days that are planned for direct student instruction and the days students are expected to attend school;
2. The total number of days on the proposed calendar which count toward meeting or exceeding, the state's required minimum annual number of school days. The District may apply for a waiver of instructional days under Section 115.001(12), Wisconsin Statutes, which allows for locally planned, locally hosted professional learning opportunities held during the school term and designed to enhance the educational goals and improvement plan of the District;
3. Any differences in the proposed school calendars for various buildings or programs;
4. The days that identify the beginning and ending of the school year as well as beginning and end of school quarters and semesters;
5. The days that are identified for breaks, holidays, early releases, professional development days, professional staff work days, and parent-teacher conference compensation days.
6. The identified days instructional and support staff are expected to work.

Once the proposed calendar is presented to the Board and approved, the school administration and Board will not substantially modify the calendar, but the District cannot guarantee that changes will not be made to the calendar for extenuating circumstances.

Legal Reference: **Section 115.001, Wisconsin State Statutes**

**Section 115.01, Wisconsin State Statutes
Section 118.045, Wisconsin State Statutes
Section 120.12(15), Wisconsin State Statutes
Section 120.12(27), Wisconsin State Statutes
Section 121.02(1)(f) , Wisconsin State Statutes
PI 8.01(2)(f), Wisconsin Administrative Code
PI 8.01(4), Wisconsin Administrative Code
PI 27, Wisconsin Administrative Code**

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Policy Revised: January 27, 2014