

**TITLE: RECOVERY OF LOST INSTRUCTIONAL TIME DUE TO LATE ARRIVALS AND EARLY DISMISSALS**

1. General. In the event the start time for a school or multiple schools is delayed or a school or multiple schools are dismissed early on account of the prevalence of contagious disease, conditions of weather or other calamitous cause over which the Board has no control, the Superintendent shall recommend to the Board an adjustment of school day schedules and/or the conversion of available non-instructional days to instructional days, calculated to recover the lost instructional time. Such recommendations shall be made at the first meeting of each month for the recovery of time lost in the preceding month. The Board shall approve an adjustment of school day schedules and/or the conversion of available non-instructional days to instructional days, calculated to recover the lost instructional time.
2. Administrative Adjustments. In the event instructional time is lost due to delayed start times or early dismissals in the months of May or June, the Superintendent is authorized to administratively adjust school day schedules or convert available non-instructional days to instructional days, calculated to recover the lost instructional time.
3. School Calendar Formulation. The Board shall observe the requirements of W. Va. Code §18-5-45, including the requirements: that an instructional term for students of not less than one hundred eight separate instructional days, which includes an inclement weather and emergencies plan designed to guarantee an instructional term for students of no less than one hundred eighty separate instructional days shall be provided; and, that in the event insufficient noninstructional days designated by the Board to make-up all canceled instructional days in any particular year, out-of-calendar days will be used to actually provide students 180 separate days of instruction.
4. Professional Development. Professional employees, with the prior written approval of their immediate supervisors, may elect to attend professional development activities on their own time, in lieu of attending professional development scheduled on designated professional development days. Provided, however, professional employees who make such an election shall not be permitted to take "in lieu of" time off in the event calendar days, initially designated as professional development days, are converted to instructional days. Therefore, employees must weigh the risk of losing the opportunity to take "in lieu of" time off when making such an election. The conversion of professional development days to instructional days shall not operate to eliminate any requirement that a minimum number of professional development hours be obtained in a school year.
5. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**Legal authority:** W. Va. Code §§18-5-45 and 18A-5-2

**Board Adoption:** July 21, 2014