

**Overview:**

Any single school or zone may request School Board approval to adopt a single-track modified calendar. All state and local statutes and policies for the regular school program apply to schools on a single-track modified schedule, including the number of student days and course requirements. The school district will develop the (45/15) single-track calendar for all schools selecting this option.

Included in the adoption process, the school(s) must request materials developed by the School Choice Department presenting both pros and cons of a single-track modified calendar. These materials must be provided to faculty and parents. The principal shall also engage the Area Office, local community leaders and representatives, the School Advisory Council (SAC), Parent Teacher Association (PTA), School Advisory Forum (SAF), etc. of an interest in studying the single-track modified calendar.

A series of public meetings must be scheduled with faculty, community groups and parents to discuss the advantages and disadvantages of a single-track modified calendar as compared to the traditional schedule. Both faculty and parents shall vote on whether to move forward with the approval process.

**State Board Rule:** 6A-10.019

**Definitions:**

- **Single Track Modified Calendar:** A single, year round school calendar for all students in a school. The calendar consists of 180 days as the traditional school calendar, but differs in providing a break of 15 days between the 45-day quarters.
- **Faculty:** All positions encompassed by the BTU Collective Bargaining Agreement.
- **Staff:** All employees of the school.
- **Ballot:** The instrument used to poll faculty and parents regarding their preference for a single track modified calendar.
- **Intersession:** Any of the 15-day break on the modified calendar that is used for academic instruction and support.

**General Information:**

1. **Requests to Change Schedule.** Written requests to consider a single-track modified calendar may be initiated by the district, school faculty, PTA, SAC or SAF but must be made through the school principal.
2. **Stakeholder Vote.** An independent vote of faculty and parents is only one of many factors considered before final recommendation is made to the School Board. Feasibility issues around transportation, food service, curriculum and facilities are among other factors that must be reviewed.
3. **Two Year Minimum.** If adopted, the single-track modified calendar will be in effect for a minimum of two years in order to allow adequate opportunity to develop a quality program as discussed in Article Fifteen, Section G of the Collective Bargaining Agreement.
4. **Student Attendance Options.** Parents/guardians who want their children to attend a school with a different calendar may apply through the district's student reassignment process on a space-available basis as specified in School Board Policy 5001.

**Process for Securing School Board Approval:**

The school principal (or zone principals) interested in studying a single-track modified calendar, or upon receiving a written request from faculty, parents or the district to consider a single-track modified calendar shall:

1. Initiate a dialog with the School Advisory Council (SAC), School Advisory Forum (SAF), Parent Teacher Association (PTA), local governments, child care providers, parks and recreation departments, Rotary or other business organizations and other stakeholder groups concerning the interest in studying a single-track modified calendar.
2. Request informational materials on modified calendars to be developed by the School Choice Department.
3. Inform the area office of an interest in studying a single-track modified calendar. The area superintendent or designee shall inform, in writing, all Senior Managers of the need to conduct a feasibility study. Within 30 days, each Senior Manager is required to inform the area superintendent, in writing, of any impact that will affect the operation as a result of a change in school calendar for the site(s) under consideration.
4. Obtain, from the area superintendent, feasibility study information from district departments on any impact on the schools from this option as requested by the area office.
5. Form work groups (all staff members, parents, and community) to study and report on various issues with recommendations. Such reports may include pros and cons involving child care issues, use of intersession time, siblings on different calendars, etc.
6. Schedule a series of focus group meetings with staff, parents, and community groups to discuss pros and cons of single-track modified calendar schedule and traditional schedule, as well as impact cited on district feasibility study. District staff (from School Boundaries, and Communications, Strategic Planning and Community Relations) will be available to help facilitate these meetings.
7. Conduct public meetings with staff, parents and community groups to discuss the advantages and disadvantages of the option along with recommendations from the focus groups. Ensure that translations of similar information are provided to meet language needs of a particular community, if necessary. A minimum of one meeting must be scheduled in the evening.
8. Conduct a vote of faculty and parents to indicate their preference for a single-track modified calendar or a traditional schedule as follows:
  - a. **Parent Vote.** A vote must be conducted among parents of all students in the school/zone except those of senior students inclusive of the highest grade within the school (e.g. grade 5, 8 and 12). One ballot per family shall be mailed to each residence. A committee of at least five members (including faculty and parents representing both pro and con positions) shall count surveys. A modified calendar will not be considered unless results of the vote indicate at least 66 2/3 percent response in favor of the single-track modified calendar from the total eligible households surveyed.
  - b. **Faculty Vote.** After faculty has reviewed the informational materials on the single-track modified calendar and the district impact information as well as having participated in focus group discussions, a vote of all full-time faculty members must be conducted, in accordance with Article Fifteen, Section G of the Collective Bargaining Agreement, to indicate preference for either the single-track modified calendar or the traditional schedule. A modified calendar will not be considered unless the results of the vote indicate at least 66 2/3 percent response in favor of the single-track modified calendar.
  - c. Inform parents and staff of survey results.

9. Submit, via the area office, a request for School Board approval of the single-track modified calendar for the next school year with an affirmative vote of faculty and parents.
  - a. Schools are encouraged to conduct voting as early in the school year as possible, but cannot submit proposals for School Board approval later than March 1 of the preceding year.
  - b. Should either the faculty or parent vote result in a negative response, the school(s) may not conduct another survey until the next school year.
  - c. Should the Area Office find exception to the request for School Board approval, this exception will be duly noted on the Board Agenda with supporting documentation.
  - d. If an approval request is submitted to the School Board, inform parents and faculty of presentation dates and of subsequent action by Board.

**Implementation Process:**

1. Establish a comprehensive communication plan for all stakeholders.
2. Develop childcare options for breaks in conjunction with community representatives where applicable.
3. If intersessions are to be held during the 15-day break, determine use of intersession time for academic remediation and staff development based upon available resources.
4. Meet with district support staff to plan for transportation, food service, educational technology services, facility and curriculum needs.