

## 4.2041 Modified School Calendars

Original Adoption: 5/19/03

Revision Dates: 06/02/08

### I. PURPOSE

To allow schools to modify the traditional school calendar in order to provide additional academic opportunities for students.

### II. SCOPE

This policy applies to all MCS elementary, middle and high schools.

### III. DEFINITIONS

A modified school calendar requires students to attend school the same number of days (180) as the traditional school calendar (180 days).<sup>1</sup> However, additional days are included in the school calendar as intersessions for students to attend classes to improve or enrich their academic skills.

### IV. POLICY STATEMENT

Memphis City Schools recognizes that instructional strategies that promote student achievement can include a variety of methods, from effective classroom instruction to one-to-one tutoring. The type of strategy selected depends upon the needs of the student. Students who are not meeting academic standards benefit from specialized instructional programs outside of regular classroom instruction. Such instruction enables them to spend more concentrated time on the areas of deficiency. Students who perform above grade level also benefit from enrichment programs outside the normal classroom. These enrichment programs create greater academic challenges than the regular instructional program.

Memphis City Schools promotes the use of modified school calendars with intersessions when they are used to meet the specialized needs of its student population. Memphis City Schools, therefore, supports modified school calendars when they are used as a primary method for helping students to perform at grade level. The school district also supports modified school calendars when they are used as a primary method for providing enrichment activities for regular or high-performing students. Since a modified school calendar creates a unique learning environment, Memphis City Schools shall include parent involvement and support as a critical element in structuring that environment.

### V. RESPONSIBILITY

A. Principals are responsible for complying with procedures for selecting a modified calendar.

Cross References:

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Legal References:

1. TCA 49-6-3004

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1. The Department of Research, Evaluation and Assessment is responsible for processing requests to change to a modified school calendar and for ensuring that schools comply with all procedural requirements for requesting the change.
2. The Department of Academic Affairs and the Department of Communications and Marketing shall develop the modified calendar that schools shall follow and shall assist schools in preparing presentations for parents on the modified school calendar.
3. The Department of Academic Affairs is responsible for assisting schools in identifying interventions or enrichment programs used during intersessions.
4. The process for deciding whether a school will change to a modified calendar must take place during the school year prior to implementation of the change.
5. To change successfully to a modified calendar, the principal must send a letter to the Executive Director of Research, Evaluation, and Assessment outlining the reasons why his/her school wishes to change to a modified calendar. The letter must: (1) provide evidence that a survey was sent to parents of students at the school and that a majority of the parents who responded to the survey support the change to a modified calendar; (2) include a profile of the student population, including the total number of students at the school who are performing below grade level or who are minimally meeting the academic standards or, for an enrichment program, the number of students performing at or above grade level; the promotion rate for the school; the percentage of students who have been suspended or expelled; and the attendance and drop out rate for the school; (3) identify the types of interventions or enrichment programs the school plans to use during the intersessions, with some research-based evidence of the effectiveness of these interventions; (4) provide evidence of how the intersession will be funded if school system funding is not available; and (5) provide evidence that the entire faculty was polled and that at least sixty percent (60%) of the entire faculty support the change to a modified calendar.

The Department of Research, Evaluation, and Assessment will present the school's Plan for a Modified School Calendar to the Superintendent. The Superintendent will approve or reject the Plan.

6. If the Superintendent approves a Plan for a Modified School Calendar, the School Leadership Council must supervise the process for approving a modified school calendar. The school must meet the following requirements:

- a. Notice of Proposal to Adopt a Modified Calendar

-Letters shall be sent to parents by September 30th informing them of the proposal to change to a modified calendar and of meetings to discuss the proposed change.

-Meetings to discuss the proposed change must be held before October 31st. At least two meetings must be held-one during the day and one during the evening. The school, in consultation with the Department of Communications and Marketing and the Department of Academic Affairs, must present information on the modified calendar to parents.

-By November 15th all parents must be sent a letter summarizing the parent meetings and outlining the pros and cons of a modified school calendar.

-On December 1st a ballot with an envelope should be sent to all parents at the school asking them to vote on the modified calendar. The ballot should be placed in the envelope and sealed. The parent must take the ballot to the principal's office to be placed in a secured box. The parent must place the names of his/her children on the ballot. The parent can vote only once, even though he/she may have more than one child attending the school.

-Only parents who will have children attending the school the next school year will be allowed to vote. The parents of students in the exiting grade cannot vote unless they have other children in lower grades. There shall be only one vote per family.

-Effective notice must be given to parents whose native language is not English.

#### **b. Counting Ballots**

-Ballots must be counted by the School Leadership Council.

-Seventy-five percent (75%) of the parents at the school must vote.

-Sixty percent (60%) of the parents voting must approve of the change to a modified calendar.

**c.** If the Plan for a Modified School Calendar is supported by sixty percent (60%) of the parents, it will be submitted to the Board of Commissioners for approval.