

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

**1.0 Purpose**

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 the Monroe County Board for the recovery of time lost in the preceding time period. 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.

**2.0 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.

**3.0 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 eighty 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 non-instructional 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.

**4.0 Professional Development**

Continuing Education days, scheduled every 45 days so as to comply with WV Code 18-5A-5, which require faculty senate meetings to be scheduled on non-instructional days at least every 45 days; and, in order to provide at least 18 hours of continuing education for all employees, will not be rescheduled as instructional days.

**5.0 Review Schedule**

**This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.**

**AUTHORITY:** W. Va Code §18-545 and 18A-5-2

**ADOPTED:** August 5, 2014

**REVISED:**