

## Organization of School Calendar and School Day Policy

Adopted: October 2005

Modified: February 2024

Last review: February 2024

### 1 Purpose

2 The purpose of this policy is to provide for a timely determination of the school calendar including the  
3 cancellation of instructional days.

### 4 Policy

5 The school calendar is important to parents/guardians, students, employees, and the general public for  
6 advance, effective planning of the school year.

#### 7 A. Annual School Calendar

- 8 1. The MNOHS school calendar shall be adopted annually by the Board of Directors. It shall meet  
9 all provisions of Minnesota statutes pertaining to the minimum number of school days and/or  
10 hours and other provisions of law. The school calendar shall establish instructional days; teacher  
11 grading days; and system upgrade and teacher planning days.
- 12 2. With the exception of the unforeseen cancellation of one or more instructional days, any changes  
13 in the school calendar will be approved by a vote of the MNOHS Board.

#### 14 B. Cancellation of instructional days

- 15 1. If students are unable to participate in MNOHS courses due to an outage of the Learning  
16 Management System (LMS) for 24 consecutive hours on an instructional day, a non-instructional  
17 day will be converted to an instructional day to make up the instructional hours.
- 18 2. The non-instructional day to be converted will be chosen from teacher grading or planning day,  
19 not from a holiday or break day. Faculty and staff will be accessible by phone, messaging  
20 systems, or email to students, parents/guardians and colleagues.
- 21 3. If a non-instructional day cannot be converted an instructional day, that day will be reported to  
22 the state as a non-instructional day.
- 23 4. Due to the nature of an online program that allows students to access lessons and assignments 24  
24 hours a day, 7 days a week, instructional days when the program is inaccessible for only part of a  
25 24 hour period will not be reported as “non-instructional” to the state and students will not be

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26                    required to attend extra days in order to make up for shorter periods of time when the program is  
27                    inaccessible.

### **28            C. Notification of Cancellation**

29                    On days in which a 24-hour outage of the LMS restricts student participation in courses: Notice will  
30                    be provided to students and parents/guardians of the LMS outage as well as when access to the  
31                    system has been restored

#### **32            Legal References:**

33                    Minn. Stat. § 120A.40 (School Calendar)

34                    Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)