

ADMINISTRATIVE REGULATION

APPROVED: September 12, 2018

REVISED:

CENTENNIAL SCHOOL DISTRICT

804-AR-0. SCHOOL DAY

Instructional time for students consists of the time in the school day devoted to instruction and instructional activities provided as an integral part of the school program under the direction of certified school employees.

Activities Counted As Instruction Time

1. Student personnel services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours.
2. Opening exercises, homeroom periods and supervised study halls.
3. Assemblies, clubs, student councils and similar activities conducted during school hours.
4. School, group or class education trips to which admission is not charged to students or parents/guardians, if accompanied by certified school employee.
5. Civil defense, fire and other similar drills.
6. Kindergarten orientation activities, snack time and play time if they are an integral part of the kindergarten curriculum. Recess time conducted with the same parameters as primary grade recess is not counted as instructional time.
7. Early dismissal and delayed opening due to inclement weather.
8. Graduation preparation for senior classes, up to three (3) days, within sixty (60) days of the commencement ceremony under the supervision of certified school employees, which may be held on Saturday.

Activities Not Counted As Instruction Time

1. Lunch period; however, an exception is made for special education students identified as moderately to severely handicapped if their IEP includes teaching social and motor skills related to meal-time activities such as the use of eating utensils.
2. Recess and time for passing from class to class.

3. Early dismissal or delayed openings for reasons other than inclement weather.
4. Teacher meetings dealing with routine matters, such as recordkeeping responsibilities and other similar activities.
5. Transportation of students; for example, time spent transporting students to an area vocational technical school (AVTS).
6. Celebrating, picnicking, hunting, fishing, or harvesting crops.
7. Any activity for which admission is charged to students or parents/guardians.
8. Viewing or reviewing material that has as its purpose the marketing of commercial products.

Act 80 Exceptions

The Superintendent or designee can apply to the Secretary of Education for an exception to the daily schedule when a meritorious educational program warrants, for the following activities:

1. Parent-teacher meetings.
2. Curriculum planning and development.
3. Long-range planning.
4. Inservice programs dealing with new subjects or activities having an impact on educational programs.
5. Dismissal at the start of the school year of a partial group of kindergarten students while an orientation program is being conducted for another part of the group of current year kindergarten students.
6. Administration of the Professional Development Assistance Program assessment.
7. Evaluation of graduation projects.

The proposed request must be approved by the Board, and the Superintendent must complete and submit the required request form (PDE-4085) electronically in the Child Accounting Data Base System (CAD).

There is no limit on the number of Act 80 exceptions that the District may request as long as the required minimum instructional hours for the school year are met. Requests should be submitted prior to the date of the Act 80 activity; however, Act 80 approvals will be considered for approval if submitted before September 30 following the end of the school year.

Approvals cannot be used for time lost due to inclement weather, mechanical or power failures, or other causes not provided for in the school laws. In the event that unforeseen circumstances warrant a rescheduling of the school year and the District elects not to exercise its Act 80 approval, the number of instructional days required reverts to 180 days or 180 days minus the number of full-day or half-day Act 80 approvals used.

Approval will not be granted for Act 80 days where there has been a work stoppage by teachers. Any approved Act 80 days, except early dismissals, including those that have already occurred, will be rescinded upon initiation of a work stoppage.

Half-Day Sessions

The Superintendent will submit a request to the Department of Education for approval to conduct half-day sessions for necessary reasons in accordance with the following:

1. Complete and submit the Application for Approval of Half-Day Sessions.
2. Include school calendar amendments considered.
3. Indicate if any students are receiving special education services and how half-day sessions will affect the delivery of those services.
4. Include schedules for each half-day session of four (4) hours. The half-day session may be reduced for first and second graders upon the District's request if the health, safety or welfare of the students is impacted; however, the school program submitted by the District must show that the program is adequate for first and second grades. The request must include documentation to support statements concerning how the health, safety and welfare of the students are impacted.
5. Attach documentation to support statements in request.

Approval for half-day sessions may not exceed one (1) year. Annual extensions may be granted upon application and review of the particular circumstances.

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804-AR-2. CHANGES IN DAILY SESSIONS

Delayed school openings, early dismissals, and school closings are determined primarily for the safety and welfare of students and staff members.

Delayed Opening/Early Dismissal/School Closing

At the beginning of the year and at appropriate times throughout the year, the District will inform students, parents/guardians and employees about their responsibility to monitor the listed local media that will broadcast information about the District's schedule changes during weather situations. This information will be stated in student handbooks, newsletters and other District literature, on social media, as well as being posted on the District website.

The Supervisor of Transportation and Superintendent will monitor weather forecasts and evaluate road and travel conditions regarding their impact on safely transporting students to and from school on days of unfavorable weather conditions. They will determine delayed openings, early dismissal and closing of schools.

Student reporting times, bus transportation schedules and staff reporting times will be delayed for the specific time announced.

Teachers will follow the established modified schedule for days of delayed opening and early dismissal.

When District schools are closed due to weather, students and designated staff will not report for school, and the day will not be counted as a part of the student school year or staff work year for those staff members. Days required to be made up and their dates will be designated by the Board.

During days of early dismissals or closing of school, all scheduled activities and events are cancelled.

Emergency Closing

When the Board is compelled to close a school because of contagious disease, natural disaster, or other emergency, the District will ask the Department of Education to exercise its discretion and grant a waiver to allow the District to receive full subsidy reimbursement for providing less than 180 days because of the emergency closing.

The Superintendent will immediately contact the School Services Unit to discuss the emergency and any proposed solutions.

In all instances where the District is compelled to close a school under an emergency during the course of a school day, that day will be credited as a full day of membership and count as a full day of instructional hours. There will be no loss of subsidy when an emergency closing causes schools to be closed after the beginning of the school day.

Call System

When it is necessary to close school, delay the opening of school, or dismiss school early because of inclement weather or any other emergency, the Superintendent will notify:

1. Transportation Manager, who will notify:
 - a. Local Police and Traffic Safety Staff.
 - b. Act 372 Schools and Local Nonpublic Schools.
 - c. Intermediate Unit Transportation.
2. The Superintendents/Directors of:
 - a. Central Bucks School District.
 - b. Council Rock School District.
 - c. New-Hope Solebury District.
 - d. Middle Bucks Institute of Technology.
 - e. Bucks County Intermediate Unit.
3. Director of Facilities, who will notify:
 - a. Assistant Facilities Manager.
 - b. Custodial/Maintenance staff.
4. Superintendent's Secretary, who will notify:
 - a. CBS – Channel 3.
 - b. ABC – Channel 6.
 - c. NBC – Channel 10.

- d. Fox – Channel 29.
5. Webmaster.
6. Centennial School Board President.
7. Assistant Superintendent, who will notify:
 - a. Principals.
 - b. CEA President.
 - c. Director of Learning and Instruction, who will notify:
 - (1) Tot Time.
8. Director of Business Administration, who will notify:
 - a. Director of Human Resources.
 - b. Director of Pupil Services, who will notify Special Education Supervisors.
 - c. Food and Nutrition Supervisor.