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TO: Dover School Board
FR: Dr. Elaine M. Arbour, Superintendent of Schools
RE: School Year Options, version 2
DATE: March 13, 2017

Proposed changes to the school year due to high number of days out of school caused by inclement weather:

1. TW Day scheduled for March 24th will be a student day.
2. TW Day scheduled for May 26th will be a student day.
3. Request that the Board waives two (2) student days. The Board can establish a practice that it will consider waiving one (1) or more school days if the number of snow days exceeds five (5) in a school year, as long as the minimum number of instructional hours are maintained at all schools. ED 306.18 (attached) requires 945 hours for elementary and 990 hours for secondary. Dover has the following instructional hours: Elementary – 1,121 (176 over); DMS – 1,091 (101 over); DHS/CTC – 1,062 (72 over).
4. Last student day will be June 21st (1/2 day, as originally scheduled) instead of June 27th.
5. Request that the Board waive the graduation date regarding the last school day differential requirement noted in policy IKF due to the fixed date of availability for Lundholm Gymnasium at UNH (June 8th). This is a special exception due to facilities limitations. Policy IKF states that "If local conditions necessitate the holding of graduation exercised prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 172nd day of instruction. No school day shall be modified for preparation activities prior to the 172nd day." The proposed graduation date of June 8, 2017 will fall on the 165th day of school for seniors. This yields exactly 990 instructional hours. This option will require a waiver from the NH Department of Education because it does not meet the requirements in Ed 306.18 (c).
6. Request that the last day staff is physically at school is June 26th for a TW Day. Staff would be at work on June 22nd, 23rd and 26th without students. June 22nd will include any DPA and DEOP personnel who choose to work on that workshop day, as allowed by collective bargaining agreements and will include Ed Camp and Inquiry presentations. June 23rd and June 26th will be scheduled professional development (TBD).

7. The additional TW Day that would have been on June 27th would occur in smaller increments throughout the remainder of the school year to allow staff to engage in meaningful and timely professional development that can be applied during the school year. They will be required to document a minimum of six (6) hours of learning time on their Inquiry project and/or other allowable PD activities relating to their areas of certification and/or teaching assignment, to be approved by the building administrator. This will require a sidebar agreement between the Superintendent and DTU stating the details of the agreement and that it is not precedent setting.
8. Request that the Board allow staff to take June 26th as a personal day if they have any left or as an unpaid day if they choose not to attend on that day. This will require a sidebar agreement with the DTU providing an exception to the DTU CBA, Article VII(B)(2), which limits the number of personal days to five (5) on any given day unless authorized by the Superintendent. This would be a non-precedent setting agreement.

Elaine Arbour

From: Adams, Angela <Angela.Adams@doe.nh.gov>
Sent: Monday, March 13, 2017 10:49 AM
To: DOE-Superintendents
Cc: Perry Plummer (perry.plummer@dos.nh.gov); Harper, Jennifer; Clark, Amy C
Subject: Snow Day Waivers - Not needed if equivalent hours met

Importance: High

Dear Superintendents,

According to RSA 189:1, Days of School, districts shall provide 180 days of school **or equivalent number of hours**. The equivalent number of hours is identified in Ed 306.18, School Year, and pasted below for your convenience. A waiver approval from the Department of Education is not needed if your school is meeting the equivalent number of hours.

If you have any questions, please do not hesitate to contact us.

Ed 306.18 School Year.

(a) Pursuant to RSA 189:1 and RSA 189:24, each school district shall maintain a school year as provided below:

- (1) The school district shall maintain in each elementary school, a school year of at least 945 hours of instructional time and in each kindergarten at least 450 hours of instructional time;
- (2) The school district shall maintain in each middle and high school, a school year of at least 990 hours of instructional time. Districts shall provide at least 990 hours of instructional time for grades 7 and 8 in elementary schools that include grades 7, or 8, or both;
- (3) The instructional school day of an individual student shall not exceed 5.75 hours of instructional time in elementary schools and 6 hours of instructional time in middle and high schools;
- (4) The school shall have in its school year an additional 60 hours in duration to provide for instructional time lost due to inclement weather or unexpected circumstances, staff development, and parent-teacher conferences. At least 30 of the 60 additional hours shall be available for rescheduling hours lost due to inclement weather or other emergencies. Schools shall use these additional hours to reschedule lost instructional time before requesting a waiver of the amount of instructional time under RSA 189:2, unless extraordinary circumstances exist that would place an unreasonable burden on the school or students such as, but not limited to, substantial building damage;
- (5) A school may have a shortened day when an emergency condition exists which might adversely affect the health and safety of students, provided that the number of hours of instructional time originally planned for the day shall be credited to the number of hours of instructional time in the school year, if:
 - a. On that day, the school would normally have had at least 5.25 hours of instructional time; and
 - b. The school remained open for at least 3.5 hours of instructional time;
- (6) There shall be no requirement to reschedule instructional time for kindergarten if morning or afternoon kindergarten sessions are cancelled due to delayed opening or early release for students in grade 1 or higher; and

DOVER SCHOOL DISTRICT CALENDAR 2016-2017

	M	T	W	TH	F		M	T	W	TH	F
AUGUST/ SEPTEMBER	TR	TW	31	1	X	FEBRUARY					
21 S & 23 T	X	6	7	8	9	18 S & 18 T			1	2	3
	12	13	14	15	16		6	7	8	9	10
	19	20	21	22	23		13	14	15	16	17
	26	27	28	29	30		20	21	22	23	24
							X	X			
OCTOBER						MARCH			X	X	X
19 S & 20 T	3	4	5	6	TW	19 S & 20 T	6	7	8	9	10
	X	11	12	13	14		13	14	15	16	17
	17	18	19	20	21		20	21	22	23	TW
	24	25	26	27	28		27	28	29	30	31
	31										
NOVEMBER						APRIL					
17 S & 18 T		1	2	3	4	15 S & 15 T	3	4	5	6	7
	7	8	9	TW	X		10	11	12	13	14
	14	15	16	17	18		17	18	19	20	21
	21	22	X	X	X		X	X	X	X	X
	28	29	30								
DECEMBER				1	2	MAY					
16 S & 16 T	5	6	7	8	9	21 S & 22 T	1	2	3	4	5
	12	13	14	15	16		8	9	10	11	12
	19	20	21	22	X		15	16	17	18	19
	X	X	X	X	X		22	23	24	25	TW
							X	30	31		
JANUARY	X	3	4	5	6	JUNE				1	2
19 S & 20 T	9	10	11	12	13	12 S & 12 T	5	6	7	8	9
	X	17	18	19	20		12	13	14	15	16
	TW	24	25	26	27		(*19	*20	*21	*22	*23
	30	31					*26	*27	*28	*29	*30)

S=Students (177 - Total) T=Teachers (184 - Total)

* = Snow Days

DAYS OUT

August 29	Teacher Return/Teacher Workshop
August 30	Teacher Workshop
September 2-5	Labor Day Recess
October 7	Teacher Workshop
October 10	Columbus Day
November 10	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day
November 23-25	Thanksgiving Recess
December 23-January 2	Holiday Recess
January 16	Martin Luther King Day
January 23	Teacher Workshop
February 27-Mar 3	Winter Recess (Includes Presidents' Day holiday)
March 24	Teacher Workshop
April 24-28	Spring Recess
May 26	Teacher Workshop
May 29	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 9 days for time lost due to inclement weather.

Schools close on June 16, 2017 (half-day), or upon completion of the 177th day.

Teachers report on August 29, 2016. Students return on August 31, 2016.

Teacher workshops will be held on August 30, Oct. 7, Nov. 10, 2016; January 23, March 24, May 26, 2017