

Logan County Schools

Instructional Day

Make-up Policy

Purpose

Per WV Code 126-73-7(7.2) each county board of education must develop a policy that requires additional minutes of instruction be added to the day, or that entire additional days of instruction be added, to recover time lost due to late arrivals and early dismissals due to inclement weather or by the closing of schools because of the prevalence of contagious disease, conditions of weather or any other calamitous cause over which the board has no control.

Additional Rationale

- The school calendar shall provide no less than 180 separate days of instruction.
- County boards will not be required to add minutes to the instructional day if all affected schools have accumulated sufficient accrued instructional time.
- Accrued instructional time may only be used to recover time lost due to late arrivals or early dismissals of students. Accrued instruction time cannot be used to avoid 180 separate days of instruction.
- If it is not possible to provide 180 separate instructional days within the school calendars the county must reschedule instruction on any available non-instructional day (other than holidays, election day, or Saturdays and Sundays) regardless of the purpose for which the day was originally scheduled, or use a day that was scheduled as an out-of-calendar day.
- If an out-of-calendar day is used as a make-up instructional day, the originally scheduled instructional day that was cancelled becomes the out-of-calendar day (unpaid day). In accordance with WV Code 18A-5-2, an employee's pay is not to be adjusted during a pay period because of a revision in the school calendar.

In accordance to the above listed status, Logan County Schools will observe the following procedures as related to the make-up of instructional days lost to contagious disease, conditions of weather or any other calamitous cause over which the Logan County Board of Education has no control.

Summary

1. To make up any day lost due to emergency closure each (OS) outside school environment days will be used for instruction. The (P) preparation for closing day will then become the last employment day.

2. Once all outside school environment days (OS) are used, the preparation for closing day will become an instructional day.
3. In the event all (OS) days and the (PT) day are used for an instructional day and additional days are needed to comply with the 180 day requirement, out-of-calendar days at the end of the school calendar will be converted to instructional days.
4. If the out-of-calendar days at the end of the calendar are converted to instructional days and additional days are required then the necessary spring break days would become instructional days.
5. Once all OS days, PT day, and all out of calendar days are converted to instructional days and additional days are needed to comply with state code, a waiver will be sought to the West Virginia Department of Education in accordance with provisions of WV Code 18-5-45 (0) to assist with meeting the mandatory 180 days of instruction. As part of the waiver request, additional minutes may be added to the remaining instructional days to assist in compliance.
6. All rescheduled instructional days would fall within an employee's 200 day contract. Should an employee with a 200 day contract refuse to work when rescheduled, wages would be docked or garnished. Out-of-calendar days converted to instructional days are unpaid days because employees have already been paid as part of their 200 day contract.
7. These procedures also apply to individual schools which might be closed when other schools in the county remain open. Service personnel, i.e., bus drivers/custodians/cooks who worked on the closure day(s) and are required to work the additional day(s) are entitled to compensation per their contract.

Adopted
December 17, 2014