306 SCHEDULES

306.1 School Calendar  In April a tentative calendar for the following school year will be prepared using recommendations of District staff and citizens. A final calendar will be approved in May. It will be distributed to school personnel and to the public.

306.2 Normal School Day  The normal school day for each level of instruction and for each school is established annually by the Board upon recommendation of the principals and in accordance with state law. An effort will be made to have all school’s daily schedules basically the same. State law requires at least 22 ¹/₂ hours of instruction per week in grades one and two and at least 27 ¹/₂ hours per week in grades three through twelve.

306.2.1 Elementary Planning  Elementary schools may be allowed to dismiss students early one day a week to allow teacher preparation and planning time.

306.3 Emergency Closures  The Superintendent has the authority to act in times of emergency and close schools. He may then notify the Board of Education as soon as possible regarding the emergency and the action taken.

306.3.1 The Board authorizes the Superintendent to close schools in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property. This authorization is also given to the building principal in the event the Superintendent is unavailable.

307 REQUIRED AND PROHIBITED INSTRUCTION

307.1 Planned Instruction

307.1.1 Courses and Textbooks  The courses of study and textbooks prescribed by the State Board of Education and this Board shall be followed.

307.1.2 Textbook Adoption  All textbooks, both basic and supplemental, should have been approved by the State Textbook Commission and are subject to approval of the Rich County Board of Education. Procedures for the adoption and use of textbooks will be determined by the building principal and superintendent with final approval by the Board.

307.1.3 Teacher Planning  Each teacher should have definite, though flexible, long range and daily planned programs of instruction. These plans should meet the requirement of the course as established by the State Core, the District, the school, or the individual teacher.

307.2 Elementary Required Instruction  Instruction in the elementary school is planned to meet all state requirements and to be consistent with Board policy. Details of the instructional program may be found in the