

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ICA-RA, ICA-EA

Responsible Office: Deputy Superintendent for Instruction

Regular School Day Schedules

I. PURPOSE

To set forth requirements for establishing regular school day schedules

II. PROCEDURES

The MCPS school calendar, adopted annually by the Board of Education, establishes the actual days of student attendance, the beginning and end of the school year, and holidays. School holidays, in addition to those required by *The Annotated Code of Maryland*, may be set each year by the Board of Education. Regulation ICA-RA: *Length of School Year* provides information concerning the number of student instructional days and duty days for employees.

A. General

The principal is responsible for:

1. Providing a full schedule for instruction, beginning on the first day of the school year, for all students
2. Opening and closing daily sessions for all full-time students at the same time unless an alternative arrangement has been approved by the principal and if necessary, after consultation with the director of transportation, (or the director of special education programs and services in the case of special schools)
3. Maintaining the established schedule every day of the school year unless:
 - a) Permission for released time for a class or for the school is granted by the principal or designee (or the director of special education programs and services in the case of special schools)
 - b) It is necessary to adjust schedules in accordance with the procedures outlined in Regulation EKB-RA: *Emergency Closing of*

Schools and/or Central and Administrative Offices or in Regulation EKC-RA: Bomb Threat/Explosive Device Precautions

- c) The State Board of Education waives or adjusts the 180-day requirement as provided in Section 7-103 of *The Annotated Code of Maryland*, Education

B. Kindergarten Sessions

1. All kindergarten students must attend each day for all or part of the normal schedule beginning on the established opening date of the school year.
 - a) All kindergarten students must be attending a 2 1/2-hour regular school session no later than the fifth school day from the established opening date of the school year.
 - b) Schools may elect to have all kindergarten students attend a full session of school beginning on the first school day.
2. Orientation sessions for small groups of students and/or parents/guardians may be held during the first four days of the school year.
3. Attendance of kindergarten students will be reported in accordance with student accounting procedures beginning with the first school day as established in the annual school year calendar.

C. Special Education Sessions

Regular daily sessions for special education students are held in accordance with the established calendar of school days for the year, subject to the exception in Section II.A.3. above.

D. Head Start Sessions

Regular daily sessions for the instruction of four-year-old children are optimally three hours in length. All parents are contacted prior to the opening of school by the Head Start classroom teacher and the instructional assistant. On the established opening date of the school year, Head Start classroom staff begin making home visits to each family. Head Start students are expected to attend a school session no later than the fourth school day from the established opening date of the school year. Ending dates coincide with the regular school calendar.

Regulation History: Formerly Regulation No. 250-3, February 9, 1979; revised December 1986; revised January 26, 1996.