

Wood County Board of Developmental Disabilities

PROCEDURE

**Procedure #:** 02-WLS-ALL-0157(CR) **Subject:** School Calendar - Minimum School Year  
**Effective Date:** 05-02-1988 **Last Revision:** 08-12-2024  
**Person Responsible:** Director of School Services  
**Approvals/Date:** Burt Chan 8-26-24 Jeanine Flick 08-22-24  
Superintendent, WCBDD Date Department Director/Coordinator Date

PROCEDURE

1. The school calendar for school-age classes shall not exceed one hundred eighty-five (185) paid contractual days and shall include one hundred seventy-eight (178) student days per year; two (2) parent/teacher conferences days per year; and five (5) in-services/workdays to be apportioned as follows:
  - a. One (1) full day for staff orientation and training prior to the arrival of students
  - b. Three (3) additional professional in-service days spaced throughout the school year
  - c. One (1) full day after the end of the school year for a teacher/staff workday
2. The Wood Lane Education Association (WLEA) shall submit to the Director of School Services a proposed school calendar annually by March 1st. The WLEA will submit two one-year calendars (2025-2026 and 2026-2027) by March 1, 2025. Thereafter, the Association would submit only a one-year calendar to maintain an advance two-year calendar.
3. Based on school staff input, the Director of School Services or his/her designee will develop program calendars to submit to the Board for their approval.
4. The Board shall adopt the calendars for the following years, maintaining an advance two-year calendar.

Reference: ORC 3313.48

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