



## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>SCHOOL CALENDAR</b>	<b>Section</b>	Human Resources
	<b>Number</b>	3.33
	<b>Effective Date</b>	09-01-16
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	<b>Approval:</b>	<i>John C. Green</i>

**1.0. PURPOSE:**

To establish school calendars essential for the administration and operation of Diversion and Transition Programs. A school calendar defines the employment terms for teachers and instructional support personnel and the instructional terms for students

**2.0 APPLICABILITY:**

Procedure applies to WV Schools of Diversion and Transition (WVSDT) located in juvenile and adult state correctional facilities.

**3.0 POLICY STATEMENT:**

All Diversion and Transition Programs located in juvenile and adult state facilities shall create and implement an approved yearly school calendar in accordance with West Virginia State Code(s), West Virginia State Board of Education and the WVSDT.

**4.0 DEFINITIONS:**

None

**5.0 PROCEDURES:**

- 5.1** The principal or lead teacher at each facility is responsible for the development of the school calendar in accordance with the instructions and procedures established by the Superintendent of WVSDT.
- 5.2** The school calendar for each Diversion and Transition Program shall be approved by the Superintendent of WVSDT and the West Virginia State Board of Education.
- 5.3** Revisions of a school calendar may be made only with the prior approval of the Superintendent of WVSDT or his/her designee.

**6.0 AUTHORITY**

West Virginia Schools of Diversion and Transition Employee Handbook.