

1 **SCHOOL YEAR CALENDAR REGULATIONS**

2  
3 Alexandria City Public Schools (ACPS) develops a school year calendar which strives to honor  
4 our diverse community. We acknowledge that many of our staff and families are impacted by the  
5 calendars of surrounding jurisdictions and work to align our calendar with surrounding calendars  
6 while meeting the unique needs of ACPS. To support this work, a committee with diverse  
7 representation develops draft calendar options which comply with state requirements and ACPS  
8 guidance.

9  
10 The Alexandria City School Board and the Superintendent have mutually established the following  
11 guidance for the development of recommended calendar options. Recommendations are presented  
12 to the Superintendent for consideration and then to the Board for approval.

13  
14 **ACPS Calendar Committee**

15 The Superintendent appoints the Calendar Committee.

16  
17 The committee should have a broad, diverse, and balanced representation from a wide variety of  
18 stakeholders. The role of the committee members is to represent the perspective of their  
19 stakeholder group in its entirety. For this reason, committee members are expected to canvas their  
20 stakeholders and bring the findings back to the full committee to help inform the committee’s  
21 recommendations to the Board.

22  
23 Committee members are appointed to a two-year term at which point their service on the  
24 committee ends. To ensure a variety of voices can be heard, committee members may only apply  
25 for reappointment after a four-year break in service to the committee. Where possible, terms should  
26 be staggered to improve continuity.

27  
28 The committee should consist of the following voting members:

29  
30 Stakeholder organization members

- 31 ● 2 representatives from PTAC
- 32 ● 1 representative from EAA
- 33 ● 1 representative from TAC
- 34 ● 3 representatives from the FACE center

35  
36 At-large members

- 37 ● 1-2 parents
- 38 ● 1-2 elementary teachers
- 39 ● 1 teacher from Tucker Elementary School
- 40 ● 1-2 secondary teachers
- 41 ● 1-2 school based support staff members
- 42 ● 1-2 students
- 43 ● 1-2 Central office staff member

44  
45 In addition to the committee members, the following departments assign staff members to advise  
46 the work of the committee. These non-voting members are not subject to term limits:

- 47 ● Human Resources
- 48 ● Teaching, Learning, and Leadership

49  
50 The work of the committee is a matter of consensus building. A consensus is the overall will of  
51 the committee; individual members might not personally agree with the consensus at the end of  
52 the committee's work. Individual members are expected to support the consensus agreement, even  
53 if they do not agree. If a committee member feels that an option presented to the Board does not  
54 represent the committee consensus they should inform the Executive Director of Human  
55 Resources.

### 56 57 **ACPS Calendar Timelines**

58 The calendar committee begins its work in the fall with appointments occurring in September. The  
59 committee will typically meet three times.

- 60 ● An orientation/kickoff meeting in early October
- 61 ● A drafting meeting in late October
- 62 ● A recommendations finalization meeting in November

63  
64 The committee is not expected to conduct general surveys of stakeholders. Instead, between each  
65 meeting, committee members are expected to canvas their stakeholders. Key questions and  
66 decision points for this canvassing will be discussed as part of the meeting agenda.

67  
68 The committee presents its recommendations to the Board in December. The committee should  
69 present a three-year calendar outlook. The first two years are for Board adoption, the third year is  
70 for Board information but will not be adopted.

### 71 72 **ACPS Calendar Guidance**

73 The Calendar Committee should use the following guidance when developing its draft calendars.  
74 If the Calendar Committee finds it is not possible to include all elements of the guidance in the  
75 calendar it should include in its recommendations which elements were not included and the  
76 rationale for the recommendation.

- 77  
78 ● Work to align the ACPS calendar with the calendars of surrounding school divisions
- 79  
80 ● Include 178 student days and 195 teacher days
- 81  
82 ● The first day of school should be two weeks prior to Labor Day
- 83  
84 ● The last day of school should be before Juneteenth and should not fall on a Monday or  
85 Tuesday
- 86  
87 ● Each marking period should have approximately the same number of instructional days
- 88  
89 ● Include one teacher work day at the end of marking periods 1 through 3
- 90  
91 ● When scheduling flexible items such as conference days, work towards 5-day student  
92 weeks and avoiding isolated school days (one school day bracketed by non-school days)

- 93
- 94 ● The following days should be holidays for students and staff
- 95 ○ Friday before Labor Day
- 96 ○ Labor Day
- 97 ○ Day before Thanksgiving
- 98 ○ Thanksgiving
- 99 ○ Day after Thanksgiving
- 100 ○ Christmas Eve
- 101 ○ Christmas Day
- 102 ○ New Year’s Eve
- 103 ○ New Year’s Day
- 104 ○ Dr. Martin Luther King Jr. Day
- 105 ○ Inauguration Day
- 106 ○ President’s Day
- 107 ○ Memorial Day
- 108 ○ Diwali
- 109 ○ Rosh Hashanah
- 110 ○ Yom Kippur
- 111 ○ Eid al-Adha
- 112 ○ Eid al-Fitr
- 113 ○ Juneteenth
- 114 ○ Independence Day
- 115
- 116 ● Winter Break should be two weeks. The break should incorporate Christmas Eve,
- 117 Christmas Day, New Year’s Eve, and New Year’s day. The Winter Break should start on
- 118 a Monday and end on a Friday unless federally observed holidays preclude this from
- 119 occurring.
- 120
- 121 ● Spring Break should be one week and should align with surrounding school divisions.
- 122
- 123 ● If an ACPS holiday is a federal holiday and it falls on a weekend, the holiday will be
- 124 observed on the observed federal holiday. If the holiday is not a federal holiday, it will not
- 125 be an ACPS observed holiday.
- 126
- 127 ● The following days should be non-school days for students and professional
- 128 learning/teacher work days for staff
- 129 ○ Indigenous Peoples Day
- 130 ○ Election Day
- 131
- 132 ● Conference days
- 133 ○ Fall, one full day and one ½ day
- 134 ○ Winter, one full day and one ½ day
- 135
- 136 ● If, after including all required days the last day of school is a Monday or Tuesday, add
- 137 additional professional learning days as long as this does not result in school ending after
- 138 Juneteenth.

139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168

- The committee should publish, as part of its recommendations, the following days as Cultural Observance Days. These days should not have tests, quizzes, summative assessments, field trips, school pictures, assemblies, guest speakers, sporting events, school sponsored special events and activities (prom, back-to-school nights, town halls, etc), auditions tryouts, safety drills which occur 1-2 times a year, recruiting and hiring events, professional development activities or other conferences. Any new material introduced must be made available digitally. Any missed assignments due to student absences can be made up without penalty.
  - All Saints Day/Día de los Muertos
  - Bodi Day
  - Three Kings Day/Epiphany
  - Orthodox Epiphany
  - First Full Day of Ramadan
  - Last Day of Passover
  - Lunar New year
  - Orthodox Christmas
  - Orthodox Epiphany
  - Orthodox Good Friday
  - Theravada

Adopted: NEW

Legal Refs.:

Cross Refs.: