

1 **SCHOOL YEAR CALENDAR REGULATIONS**

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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.

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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.

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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.
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- 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 ○ Presidential Primary Election Day
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- 133 ● Conference days
- 134 ○ Fall, one full day and one ½ day
- 135 ○ Winter, one full day and one ½ day
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- 137 ● If, after including all required days the last day of school is a Monday or Tuesday, add
138 additional professional learning days as long as this does not result in school ending after
139 Juneteenth.
140
- 141 ● The committee should publish, as part of its recommendations, the following days as
142 Cultural Observance Days. These days should not have tests, quizzes, summative
143 assessments, field trips, school pictures, assemblies, guest speakers, sporting events, school
144 sponsored special events and activities (prom, back-to-school nights, town halls, etc),
145 auditions tryouts, safety drills which occur 1-2 times a year, recruiting and hiring events,
146 professional development activities or other conferences. Any new material introduced
147 must be made available digitally. Any missed assignments due to student absences can be
148 made up without penalty.
 - 149 ○ All Saints Day/Dia de los Muertos
 - 150 ○ Bodi Day
 - 151 ○ Three Kings Day/Epiphany
 - 152 ○ Orthodox Epiphany
 - 153 ○ First Full Day of Ramadan
 - 154 ○ Last Day of Passover
 - 155 ○ Lunar New year
 - 156 ○ Orthodox Christmas
 - 157 ○ Orthodox Epiphany
 - 158 ○ Orthodox Good Friday
 - 159 ○ Theravada

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162 Adopted: NEW

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164 Legal Refs.:

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166 Cross Refs.:

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