

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
16 The Superintendent appoints the Calendar Committee.

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

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

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

30
31 Stakeholder organization members

- 32 ● 2 representatives from the Parent Teacher Advisory Council (PTAC)
- 33 ● 1 representative from the Educational Association of Alexandria (EAA)
- 34 ● 1 representative from the Teacher Advisory Council (TAC)
- 35 ● 3 representatives from the FACE center

36
37 At-large members

- 38 ● 1-2 parents
- 39 ● 1-2 elementary teachers
- 40 ● 1 teacher from Tucker Elementary School
- 41 ● 1-2 secondary teachers
- 42 ● 1-2 school-based support staff members
- 43 ● 1-2 students
- 44 ● 1-2 Central office staff member

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

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

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

57
58 **ACPS Calendar Timelines**

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

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

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

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

73
74 **ACPS Calendar Guidance**

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

- 80
81 ● Work to align the ACPS calendar with the calendars of surrounding school divisions
- 82
83 ● Include 178 student days and 195 teacher days
- 84
85 ● The first day of school should be two weeks prior to Labor Day
- 86
87 ● The last day of school should be before Juneteenth and should not fall on a Monday or
88 Tuesday
- 89
90 ● Each marking period should have approximately the same number of instructional days

- 92 ● Include one teacher work day at the end of marking periods 1 through 3
- 93
- 94 ● When scheduling flexible items such as conference days, work towards 5-day student
- 95 weeks and avoiding isolated school days (one school day bracketed by non-school days)
- 96
- 97 ● The following days should be holidays for students and staff
- 98 ○ Friday before Labor Day
- 99 ○ Labor Day
- 100 ○ Veterans Day
- 101 ○ Day before Thanksgiving
- 102 ○ Thanksgiving
- 103 ○ Day after Thanksgiving
- 104 ○ Christmas Eve
- 105 ○ Christmas Day
- 106 ○ New Year’s Eve
- 107 ○ New Year’s Day
- 108 ○ Dr. Martin Luther King, Jr. Day
- 109 ○ Inauguration Day
- 110 ○ Presidents Day
- 111 ○ Memorial Day
- 112 ○ Diwali
- 113 ○ Rosh Hashanah
- 114 ○ Yom Kippur
- 115 ○ Eid al-Adha
- 116 ○ Eid al-Fitr
- 117 ○ Juneteenth
- 118 ○ Independence Day
- 119
- 120 ● Winter Break should be two weeks. The break should incorporate Christmas Eve,
- 121 Christmas Day, New Year’s Eve, and New Year’s day. The Winter Break should start on
- 122 a Monday and end on a Friday unless federally observed holidays preclude this from
- 123 occurring.
- 124
- 125 ● Spring Break should be one week and should align with surrounding school divisions.
- 126
- 127 ● If an ACPS holiday is a federal holiday and it falls on a weekend, the holiday will be
- 128 observed on the observed federal holiday. If the holiday is not a federal holiday, it will not
- 129 be an ACPS observed holiday.
- 130
- 131 ● The following days should be non-school days for students and professional
- 132 learning/teacher work days for staff
- 133 ○ Indigenous Peoples Day
- 134 ○ Election Day
- 135 ○ Presidential Primary Election Day
- 136
- 137 ● Conference days

- 138 ○ Three days or the equivalent split between fall and winter.
- 139
- 140 ● If, after including all required days, the last day of school is a Monday or Tuesday, add
- 141 additional professional learning days as long as this does not result in school ending after
- 142 Juneteenth.
- 143
- 144 ● The committee should publish, as part of its recommendations, the following days as
- 145 Cultural Observance Days. These days should not have tests, quizzes, summative
- 146 assessments, field trips, school pictures, assemblies, guest speakers, sporting events, school
- 147 sponsored special events and activities (prom, back-to-school nights, town halls, etc),
- 148 auditions tryouts, safety drills which occur 1-2 times a year, recruiting and hiring events,
- 149 professional development activities or other conferences at a time that would interfere with
- 150 the observance (some observances begin in the evening). Any new material introduced
- 151 must be made available digitally. Any missed assignments due to student absences can be
- 152 made up without penalty.
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154 Full Day Cultural Observance Days

- 155 ○ All Saints Day/Dia de los Muertos
- 156 ○ Bodi Day
- 157 ○ Three Kings Day/Epiphany
- 158 ○ First Full Day of Ramadan
- 159 ○ Last Day of Passover
- 160 ○ Lunar New year
- 161 ○ Orthodox Christmas
- 162 ○ Orthodox Epiphany
- 163 ○ Orthodox Good Friday
- 164 ○ Theravada
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166 Evening Only Cultural Observance Days

- 167 ○ Chanukah begins
- 168 ○ Eid al-Fitr begins
- 169 ○ Eid al-Adha begins
- 170 ○ First Evening of Passover
- 171 ○ Second Evening of Passover
- 172 ○ Ramadan begins
- 173 ○ Rosh Hashanah begins
- 174 ○ Yom Kippur begins
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177 Adopted: June 15, 2023

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180 Legal Refs.: Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98, 22.1-200.2

181

182 Acts 2019, cc. 569, 570 and 637.

183

184 8 VAC 20-131-150.
185 8 VAC 20-131-200.
186 8 VAC 20-490-30.

187

188	Cross Refs.:	BCF	Advisory Committees to the School Board
189		DL	Payroll Procedures
190		GAA	Staff Time Schedules
191		IC/ID	School Year/School Day
192		IKF	The Virginia Assessment Program and Graduation Requirements

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 - If an ACPS holiday is a federal holiday and it falls on a weekend, the holiday will be observed on the observed federal holiday. If the holiday is not a federal holiday, it will not be an ACPS observed holiday.
 - The following days should be non-school days for students and professional learning/teacher work days for staff
 - Indigenous Peoples Day
 - Election Day
 - Presidential Primary Election Day
 - Conference days
 - ~~Three days or the equivalent split between fall and winter~~, Fall, one full day and one ½ day
 - Winter, one full day and one ½ day

Commented [1]: Accidentally omitted, Veteran's day was listed as a holiday when presented as a Board Work Session.

Commented [2]: Adjusted to provide the calendar committee additional flexibility.

- If, after including all required days, the last day of school is a Monday or Tuesday, add additional professional learning days as long as this does not result in school ending after Juneteenth.

- 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 at a time that would interfere with the observance (some observances begin in the evening). Any new material introduced must be made available digitally. Any missed assignments due to student absences can be made up without penalty.

Commented [3]: Added to clarify that some observances start at sundown.

Full Day Cultural Observance Days

- All Saints Day/Dia de los Muertos
- Bodi Day
- Three Kings Day/Epiphany
- Orthodox Epiphany
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Commented [4]: Duplicate

Evening Only Cultural Observance Days

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- Rosh Hashanah begins
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Commented [5]: Cultural observances that begin in the evening. Activity limitations begin in the evening.

Adopted: June 15, 2023

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