SCHOOL YEAR CALENDAR REGULATIONS

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

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

ACPS Calendar Committee

The Superintendent appoints the Calendar Committee.

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

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

The committee should consist of the following voting members:

- Stakeholder organization members
 - 2 representatives from the Parent Teacher Advisory Council (PTAC)
 - 1 representative from the Educational Association of Alexandria (EAA)
 - 1 representative from the Teacher Advisory Council (TAC)
 - 3 representatives from the FACE center

- At-large members
 - 1-2 parents
 - 1-2 elementary teachers
 - 1 teacher from Tucker Elementary School
- 1-2 secondary teachers
 - 1-2 school-based support staff members
- 1-2 students
 - 1-2 Central office staff member

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

- Human Resources
- Teaching, Learning, and Leadership

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

ACPS Calendar Timelines

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

- An orientation/kickoff meeting in early October
- A drafting meeting in late October
- A recommendations finalization meeting in November

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

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

ACPS Calendar Guidance

Tuesday

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

• Work to align the ACPS calendar with the calendars of surrounding school divisions

• Include 178 student days and 195 teacher days

• The last day of school should be before Juneteenth and should not fall on a Monday or

The first day of school should be two weeks prior to Labor Day

• 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	• When scheduling flexible items such as conference days, work towards 5-day student			
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95	weeks and avoiding isolated school days (one school day bracketed by non-school days)			
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97	The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days should be holidays for students and staff The following days are			
98	 Friday before Labor Day 			
99	Labor Day			
100	O 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	o Dr. Martin Luther King, Jr. Day			
109	 Inauguration Day 			
110	 Presidents Day 			
111	Memorial Day			
112	o Diwali			
113	 Rosh Hashanah 			
114	 Yom Kippur 			
115	o Eid al-Adha			
116	○ Eid al-Fitr			
117	Juneteenth			
118	 Independence Day 			
119	o independence buy			
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.			
123	occurring.			
	• Spring Break should be one week and should align with surrounding school divisions.			
125	5pring break should be one week and should aligh with surrounding school divisions.			
126	• If an ACDC haliday is a fadaral haliday and it falls an a smallend the haliday will be			
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	o Indigenous Peoples Day			
134	Election Day			
135	 Presidential Primary Election Day 			
136				
137	 Conference days 			

138	0	Three days or the equivalent split between fall and winter.				
139	10 0					
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 Juneteenth.					
142	Junete	eentn.				
143	TO I					
144		committee should publish, as part of its recommendations, the following days as				
145		ral Observance Days. These days should not have tests, quizzes, summative				
146		sments, field trips, school pictures, assemblies, guest speakers, sporting events, school				
147	-	ponsored special events and activities (prom, back-to-school nights, town halls, etc),				
148		ons tryouts, safety drills which occur 1-2 times a year, recruiting and hiring events,				
149		ssional development activities or other conferences at a time that would interfere with				
150		oservance (some observances begin in the evening). Any new material introduced				
151		be made available digitally. Any missed assignments due to student absences can be				
152	made	up without penalty.				
153	F 11 F					
154		Day Cultural Observance Days				
155	0	All Saints Day/Dia de los Muertos				
156	0	Bodi Day				
157	0	Three Kings Day/Epiphany				
158	0	First Full Day of Ramadan				
159	0	Last Day of Passover				
160	0	Lunar New year				
161	0	Orthodox Christmas				
162	0	Orthodox Epiphany				
163	0	Orthodox Good Friday				
164	0	Theravada				
165						
166		ng Only Cultural Observance Days				
167	0	Chanukah begins				
168	0	Eid al-Fitr begins				
169	0	Eid al-Adha begins				
170	0	First Evening of Passover				
171	0	Second Evening of Passover				
172	0	Ramadan begins				
173	0	Rosh Hashanah begins				
174	0	Yom Kippur begins				
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176						
177	Adopted:	June 15, 2023				
178	Amended:	June 6, 2024				
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180						
181 182	Legal Refs.:	Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98, 22.1-200.2				
183		Acts 2019, cc. 569, 570 and 637.				

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