



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

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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**

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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.

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74 **ACPS Calendar Guidance**

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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.
- 153

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
- 165

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

178 Amended: June 6, 2024

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

182

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

184		
185		8 VAC 20-131-150.
186		8 VAC 20-131-200.
187		8 VAC 20-490-30.
188		
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