

The Board of Education shall establish an official school calendar which shall show the number of school days in each month, legal and local holidays, professional development days, early dismissal days, vacation periods, and other pertinent dates. The calendar shall meet or exceed all existing statutory requirements.

The school calendar should adhere to sound principles of calendar design, such as those listed below, so as to maximize the use of instructional time. Therefore, each adopted school calendar should illustrate that the Board of Education has considered the following principles for calendar design:

1. maintain contiguous five-day school weeks to the extent possible throughout the school year;
2. minimize the number of interruptions of school weeks in the fall of each school year prior to Thanksgiving;
3. maintain a balance in the number of weeks between school vacations, including the December vacation, the February vacation, and the April vacation;
4. schedule school vacation (start dates and end dates) in concert with other shoreline towns to the extent possible without violating other principles of calendar design,
5. observe Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving Day (Thursday and Friday), Martin Luther King Day, Good Friday, and Memorial Day as holidays for students;
6. schedule the high school graduation ceremony no earlier than the 183rd day of school, recognizing that an adjustment in the date may be required at the first regular Board meeting in April because of school cancellations;

7. schedule the beginning and end of the school year to permit the first day of school to be as late as possible in August or early September while allowing a reasonable number of make-up days for school cancellations in the month of June; and
8. schedule professional development days for staff per the following: (a) prior to the beginning of school; (b) on days when students *are not* scheduled to attend school; (c) on days immediately *preceding* or *following* a scheduled holiday for students and / or staff; and (d) on such other dates as are consistent with sound principles of professional development and calendar design.

The Superintendent shall be charged with presenting a draft of the school calendar, based on the principles such as those above, to the Board of Education for review and approval no later than the first regular Board meeting in April. The proposal shall cover the school year following the upcoming year's calendar.

Whenever necessary, the Board shall convene a calendar advisory committee to review such concerns and issues. The calendar advisory committee shall include representatives from the following groups: parents, teachers, students, administrators, support staff, and interested community members. The Superintendent shall also consult officials in neighboring school districts in conjunction with the work of the advisory committee.

Within the framework of this policy, the Board of Education shall have the prerogative to amend the school calendar when the Board considers it to be in the best interest of the school district to do so.

Legal Reference: Connecticut General Statutes
1-4 Days designated as legal holidays
10-15 Towns to maintain schools
10-16 Length of school day
10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
10-261 Definitions
PA 95-182 An Act Concerning Reduction of Education Mandates

Date of Adoption: February 25, 1997
Date of Revision: March 21, 2006
Date of Revision: November 15, 2011