

A. Purpose

To articulate guidelines concerning the membership and responsibilities of the Calendar Committee, established by the Board of Education (Board) pursuant to [Board Policy 101, Organization of the Board](#).

B. Background

1. The Board believes that public schools are strengthened when communities are actively engaged in the education process. In support of this belief, the Board is committed to providing advisory committees which allow interested community members to serve and to provide input to the Board.
2. In support of the Board's strategic goals, the Board seeks to create and maintain engagement with stakeholders and community members that allow for input into the development of the academic calendar.

C. Definitions

1. "Calendar Committee" is defined to mean a committee whose purpose is to make recommendations of a school calendar to the Board with the goals of maximizing consistent instructional time for students, opportunities for professional growth for teachers, and increasing student achievement.

D. Procedures

1. Membership

- a. The members of the Calendar Committee shall be appointed by the Board. Membership of the Calendar Committee shall be limited to no more than twenty-two (22) members, inclusive of a variety of stakeholders such as:
 - i. PTA Council of Frederick County;
 - ii. Frederick County Teachers Association (FCTA);
 - iii. Frederick County Administrative and Supervisory Association (FCASA);
 - iv. Frederick Association of School Support Employees (FASSE);
 - v. Parents/Guardians (one (1) from each high school feeder and a charter school representative);
 - vi. Administrators;
 - vii. Teachers;
 - viii. Students;
 - ix. Curriculum Specialists;
 - x. Local Accountability Coordinator;
 - xi. Board representative;

- xii. Community members.
- b. The Associate Superintendent of Public Affairs shall serve as a staff liaison to the Board and will nominate Calendar Committee members for Board approval.

2. Charge of the Committee

- a. At the beginning of each school year, the Calendar Committee will convene to prepare calendar options for the following two school years for Board review.
- b. The Calendar Committee is charged with creating a calendar design that maximizes the amount of instructional time in full week sessions, while considering the following scheduling factors:
 - i. 180-day mandatory attendance.
 - ii. Federal/state holidays.
 - iii. Negotiated work years.
 - iv. Anticipate up to ten (10) snow days.
 - v. State testing dates.
 - vi. Local initiatives (*i.e.*, [Board Policy 401](#), *School Calendar*) .
 - vii. Maximize instructional time.

3. **Reports to the Board.** The Calendar Committee will provide a preliminary report to the Board on its recommended calendar options for consideration of the next two (2) school year calendars on or before the first Board meeting in December and present options for Board approval by the first Board meeting in January.

E. Related Information

1. Board Policy

- a. [Policy 101](#), *Organization of the Board*
- b. [Policy 401](#), *School Calendar*
- c. [Policy 444](#), *Educational Equity and Excellence*

2. FCPS Resources

- a. [Calendar Committee Website](#)
- b. [Calendar Handbook and Information Website](#)
- c. [“Your School Calendar – How is it Determined?” Leaflet](#)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Public Affairs Department
Adoption Dates	10/08/14
Review Dates	08/22/19; 12/2019; 05/10/23
Revision Dates	07/18/24