

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 100-07
Subject: CALENDAR COMMITTEE	Issued: 10/8/14
Preparing Office: Office of the Superintendent	Amended:

I. Policy 101.3 Advisory Committees

The Board of Education (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 in the following areas:

Calendar Committee – Makes 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.

II. Procedures

A. Membership

The members of the Calendar Committee shall be appointed by the Board. Membership of the Calendar Committee shall be limited to no more than 20 members inclusive of a variety of stakeholders such as:

- PTA Council of Frederick County
- Frederick County Teachers Association
- Frederick County Administrative and Supervisory Association
- Parents/Guardians
- Administrators
- Teachers
- Students
- Curriculum Specialists
- Research, Development & Accountability representative
- Board representative
- Community members

The executive director of School Administration and Leadership shall serve as a staff liaison to the Board and will nominate Calendar Committee members for Board approval.

B. Charge of the Committee

1. At the beginning of each school year, the Calendar Committee will convene to prepare calendar options for the following school year for Board review.

2. 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:

- 180-day mandatory attendance
- Federal/state holidays
- Negotiated work years
- Anticipate up to 10 snow days
- State testing dates
- Local initiatives (i.e., Board Policy 401 *School Calendar*)
- Maximize instructional time

C. Reports to the Board

The Calendar Committee will provide a preliminary report to the Board on its recommended calendar options for consideration of the subsequent school year calendar on or before the first Board meeting in December and present options for Board approval by the first Board meeting in January.

Approved:

original signed by

Theresa R. Alban
Superintendent