

# REGULATION Board of Education of Queen Anne's County

<b>Responsible Office:</b>	<b>Superintendent's Office</b>
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## SCHOOL YEAR CALENDAR

### I. PURPOSE

To establish guidelines for the development and adoption of a school calendar for students and staff of QACPS for each school year.

### II. DEFINITIONS

A. *School Holiday* – A holiday that is recognized by state law as a public holiday.

### III. CALENDAR COMMITTEE

A. Annually, the Superintendent's designees will convene a calendar committee to assist in the development of a proposed school calendar. The committee will meet according to the Superintendent's designees.

B. At a minimum, the committee will be comprised of principal (1), support staff (1), district administrator (1), teacher (1), and a parent (1).

### IV. GUIDELINES

#### A. School Year

1. State law requires that schools be kept open for no less than 180 days with a minimum of 1,080 student hours for elementary and middle schools and 1,170 student hours for high schools during a 10-month period in each school year.
2. The length of the work year for teachers shall be negotiated with the Teacher's Association.
3. The school year will be divided into two grading terms or semesters that include approximately 90 days each for middle and high schools. Elementary schools will be divided into three grading terms or trimesters over the course of the 180-day requirement.

B. Assessments

1. The school year calendar shall be aligned with federal, state and QACPS assessments.
2. No testing or assessments should be scheduled on a religious holiday, unless doing so would conflict with state or federal assessment requirements.

C. Professional Development

1. The calendar should incorporate time to meet the professional development needs of the system and its employees.

D. Holidays

1. In accordance with the state law, the following days are public school holidays:
  - (a) Thanksgiving Day and the day after;
  - (b) Christmas Eve through January 1;
  - (c) Martin Luther King, Jr. Day;
  - (d) Presidents' Day;
  - (e) The Friday before Easter through the Monday after Easter;
  - (f) Memorial Day; and
  - (g) Primary and general election days.
2. The Superintendent and the Board has the authority to designate and determine whether schools may be closed at any other time.
3. If the federal and state observances of a holiday are on different days, the Board of Education shall determine the date of observance for the public schools within the county.

E. Inclement Weather

1. The calendar shall include no fewer than 3 days set aside for school closures due to inclement weather or such other conditions as may require the closure of schools.
2. The days not used for inclement weather/emergencies will be deducted from the June closing date. If additional days are needed to compensate for emergency closings, the number will be added to the June closing date.

F. Parent-Teacher Conferences

1. The calendar shall establish dates for parent-teacher conferences.

G. Start of the school year

1. If Labor Day falls on September 1-4, consider opening after Labor Day. If Labor Day falls on or after September 5, schools will open before Labor Day.

**V. APPROVAL**

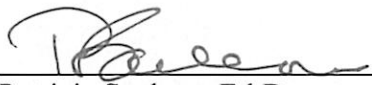
- A. The Calendar Committee will present a proposed school calendar to the Superintendent for input. The final draft of the calendar will be presented to the Board for its consideration at the Board Meeting.
- B. The calendar will be adopted annually by the Board prior to the start of the school year. It can be amended, if necessary, as determined by the Superintendent and the Board.
- C. The approved calendar will be posted on the school system’s website.

**VI. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAW**

Annotated Code of Maryland, Education Article 7-103, *Required School Days and Holidays*  
 COMAR 13A.02.01.04, *Length of the School Year*  
 COMAR 13A.03.02.12(A), *Length of School Year*

**VII. EFFECTIVE DATE**

Date: February 1, 2023

  
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 Patricia Saelens, Ed.D.  
 Superintendent, Queen Anne’s County Public Schools

**HISTORY:**

<b>Initial Adoption</b>	<b>05/06/2020</b>	<b>Revised</b>	<b>02/21/23</b>	<b>Reviewed</b>	<b>N/A</b>	<b>Next Review</b>	<b>05/06/2024</b>
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