



Calendars

The administrative team develops several different calendars for each school year. These calendars include an academic calendar, an employee work day calendar, and a governance calendar. Information about the development and approval of these calendars follows.

Academic Calendars

Parameters for Academic Calendars

The following parameters are taken into consideration when developing an academic calendar. Specific situations in a given year require that these parameters must be thought of as recommendations rather than inflexible rules, since these parameters can often be mutually exclusive. They are listed in no particular order.

- Begin on or after August 1
- Schedule 182 to 183 student attendance days
- Designate six marking periods (a.k.a. terms) of approximately equal duration (where unequal, err on the side of a longer second semester and/or a longer 6th term due to end of year activities and testing)
- End 1st semester before Holiday Break
- Schedule the following non-school days...
 - ... a full week for **Fall Intersession** (a.k.a. Fall Break) approximately halfway between the first day of school and **Thanksgiving Break** (usually in September)
 - ... a full week for **Thanksgiving Break** (including Thanksgiving Day)
 - ... a full week for **Winter Intersession** (a.k.a. Winter Break) approximately halfway between the return to school in January and the last day of school (usually in February)
 - ... two full weeks for **Holiday Break** that include Christmas Eve and Christmas Day, and New Years Eve and New Years Day
 - ... a full week for **Spring Break** the week of the first Monday in April (in accordance with practices of other metro Atlanta school districts)
 - ... 3 to 5 **Professional Learning/Work Days** (no school) between the start and end day of the school year, including a day between Fall Break and Thanksgiving Break, Election Day (first Tuesday in November, if schools continue to be used for polling places), the first weekday following Holiday Break, and a day between Winter Break and Spring Break
 - ... outside previously described breaks for **Labor Day**, **MLK Day**, and **Memorial Day**



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Make-Up Days

Each academic calendar shall have days built-in to the planned calendar such that 2 to 3 missed days may not require any additional non-school days being used for make-up days. For instance, a calendar may have 182 student attendance days where typically it would only have 180 days.

Additionally, each academic calendar shall have two or more other, non-school days designated for potential use as make-up days. These days will typically either be professional learning or work days for staff, or days following the planned conclusion of the school year.

All reasonable attempts shall be made to notify students and families of plans to change a non-school day to a make-up day at least two weeks prior to the change of the day. If it is not possible to provide notice two weeks in advance, serious consideration must be made as to other alternatives. For example, the 2018-19 calendar has designated the professional learning/work day (i.e., no school for students) on Monday, October 8th as a potential make-up day. If a day of school is cancelled early in September, an announcement could be made as soon as possible following the cancelled day, and preferably no later than Monday, September 24th, notifying students and families that October 8th will now be a school day. If, however, school is cancelled the first week of October, it would not be desirable to use October 8th as a make-up day and another option (such as March 11th in the 2018-19 calendar) should be chosen. Furthermore, depending on circumstances and forecasting, it may be desirable to use one of the days already built-in to the 182-day calendar so-as to avoid cancelling a professional learning/work day.

Families are strongly encouraged to plan potential make-up days with flexibility so-as to be able to adapt plans when such a day is used as a make-up day.

Academic Calendar Approval

The academic calendar is approved by the Board based on recommendations from the Superintendent. The calendar for the following school year is presented to the Board at their August Board meeting following an opportunity for public input over the year since the tentative calendar was approved. At the same meeting, a tentative calendar for the year after that school year is also presented to the Board and the public is invited to provide input on that calendar prior to approval by the Board the following August. Since the Board sets the academic calendar, they also approve when potential make-up days will be used based on a recommendation from the Superintendent.

Academic calendars are subject to change by Board action at any time.



Employee Work Calendars

Parameters for Employee Work Calendars

The following parameters are taken into consideration when developing employee work calendars. Specific situations in a given year require that these parameters must be thought of as recommendations rather than inflexible rules, since these parameters can often be mutually exclusive.

- Begin with the academic calendar, which indicates the 182 to 183 student attendance days for the year
- Designate all of the days for student attendance as work days for 185-day employees.
- Add 5 additional days for 185-day employees, to include 2 days prior to the first day of school, the non-school day in November for election day, the professional learning/work day immediately following the Holiday Break, and one day following the last day for students.
- Add 5 additional days to the 185-day calendar for 190-day employees, to include two days prior to 185-day employees returning, the Fall and Spring professional learning/work days, and one day following the last day for 185-day employees.
- (Note that the calendars for 185-day and 190-day employees will actually be 187- or 188-days and 192- or 193-days long, respectively, due to the inclement weather/emergency make-up days built in to the academic calendar. Employees in these groups will be paid for additional days required due to inclement weather/emergency planning if the actual days worked go beyond 185- and 190-days, respectively.)
- Add 17 or 18 additional days (depending on the number of built-in make-up days in the academic calendar) for 210-day employees, to include days prior to the return of 190-day employees and days following the departure of 190-day employees, approximately split between the two with a bias toward additional days prior to the school year starting.
- Add 15 additional days to the 210-day calendar for 225-day employees, to include the first 3 days of Fall and Winter Break plus 9 additional days before 210-day employees return and after 210-day employees depart.
- Add 19 additional days to the 225-day calendar for 244-day employees, to include all remaining weekdays other than:
 - 2- to 3-days including the Fourth of July
 - Labor Day
 - 3-days including Thanksgiving Day
 - 2- to 3-days including Christmas Day
 - 2- to 3-day including New Years Day
 - MLK Day



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- Memorial Day
- Additional days during Fall, Winter, or Spring Breaks to bring the total days added to 19 additional days
- Designate days with leave restrictions the day before and after any non-work or professional learning/work day on any work day calendar, days designated as potential make-up days on the academic calendar, a week before school starts and the week that school starts, the week before school ends and the two days following the last day of school. Employees must not make any place for leave during days designated with leave restrictions without first receiving written approval from their immediate supervisor. If approved, such days may need to be taken without pay based on analysis by the Staff Support Department.
- Designate days that offices are closed, to match the 225-day employee calendar with the addition of one to two days at the end of June and beginning of July when offices may be closed on days worked by 225-day employees.

Work Calendar Approval

Employee work calendars are developed by district administrative leaders and approved by the Superintendent.

Employee work calendars are subject to change by Superintendent action at any time.

Governance Calendars

Parameters for Governance Calendars

The following parameters are taken into consideration when developing governance calendars. Specific situations in a given year require that these parameters must be thought of as recommendations rather than inflexible rules, since these parameters can often be mutually exclusive. They are listed in no particular order.

- Regular, monthly Board meetings scheduled the second Tuesday of the month, unless they are preceded by a week-long break in which case they are scheduled the third Tuesday.
- Board work sessions scheduled two-weeks following the regular meeting when that Tuesday falls within the same month as the regular meeting and is not during a break in the academic calendar, and not scheduled during May, June, or July
- Board retreats scheduled on the first Saturday in September and February that is not part of a long weekend
- Taxpayer bill of rights hearings scheduled the morning of the Tuesday following the June regular meeting, the morning of the July regular meeting, and immediately preceding the July regular meeting.



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- System Charter Leadership Team (SCLT) meetings scheduled the Tuesday following the August, December, and April regular Board meetings

Governance Calendar Approval

The dates for Board meetings, Board work sessions, and Board retreats are approved by the Board based on recommendations received from the Superintendent at the same meeting as the academic calendars are approved. Dates for Board meetings, Board work sessions, and Board retreats are subject to change by Board action at any time.

The SCLT meeting dates are set by the Superintendent and are subject to change by Superintendent action at any time.

Questions about this regulation should be directed to the Superintendent.

Related Board Policy: AEA

Approved by Cabinet: 8/20/18