



## **Administrative Procedures for School Calendar** (Attachment for Policy No. 803)

### **Purpose**

These Administrative Procedures are to guide how to implement preparation of a calendar that is necessary for the efficient operation of the School District of Philadelphia (“District”). The Procedures guide how to adopt an annual school calendar that reflects the District’s commitment to its core beliefs and goals, including its commitment to equity.

Consistent with current law, the school calendar will normally consist of a minimum of 180 student days and provide a minimum of 900 instructional hours for elementary school pupils and 990 hours for middle and high school pupils. While the State mandates the number of instructional hours, the District determines the School Calendar days within the academic year as set by collective bargaining, which is currently July 1 through June 30.

The Chief Schools Office leads the work for establishing the school calendar. The School Calendar includes national holidays, religious holidays and some cultural holidays as well as professional development days, report card conferences and other days as advised and in collaboration with multiple stakeholder groups.

Stakeholder groups have included District Central Offices (Academic Supports, Student Supports, Talent, Safety, Schools), Unions (Philadelphia Federation of Teachers, Commonwealth Association of School Administrators), religious and other community Groups, Family and Community Engagement Office (FACE). FACE supports the Chief of Schools Office with seeking parental input and community involvement.

Each year the Chief Schools Office will plan for the next School Calendar by

- Reviewing the previous year’s academic calendars and considering any feedback received by or from the committees mentioned below in developing future calendars.
- Providing a draft academic calendar for consideration by the committees mentioned below.
- Soliciting input from diverse voices that include different demographic and cultural groups
- Including various methods to solicit feedback and engage stakeholders throughout the year as set forth below
- Providing a specific calendar development process which will include a proposed timeline as to when the Board of Education should expect to receive and adopt the School Calendar.

### **Procedures**

The initial step in the development of the Academic Calendar is to ensure that the following holidays that are currently mandated by law or collective bargaining are to be included in the

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Academic Calendar: Independence Day (Fourth of July); Christmas Day, New Years Day, Thanksgiving Day, and Labor Day. There shall be no fewer than 13 paid holidays, inclusive of the foregoing list.

The Schools Office will establish two committees for the purpose of oversight, development and stakeholder engagement:

(1) **Academic Calendar Oversight Committee** that includes representation from District Chief Offices and will provide oversight to the development of the calendar in preparation for it to be reviewed and presented to the Superintendent and Board of Education;

(2) **Academic Calendar Stakeholder Engagement Committee** is meant to facilitate stakeholder engagement in the development of the School Calendar. Members of this committee will include representation of the various SDP stakeholders including School Leaders, Teachers, Parents, Students, community groups and members, and representatives from Chief Offices. The Academic Calendar Stakeholder Engagement Committee will help the District orient stakeholders about the process and feedback which will take place in late Spring and early Fall of each year. They will make recommendations to the Academic Calendar Oversight Committee based upon information gathered.

The School Board should expect to vote on whether to approve the calendar for the next two consecutive academic calendar years in January.

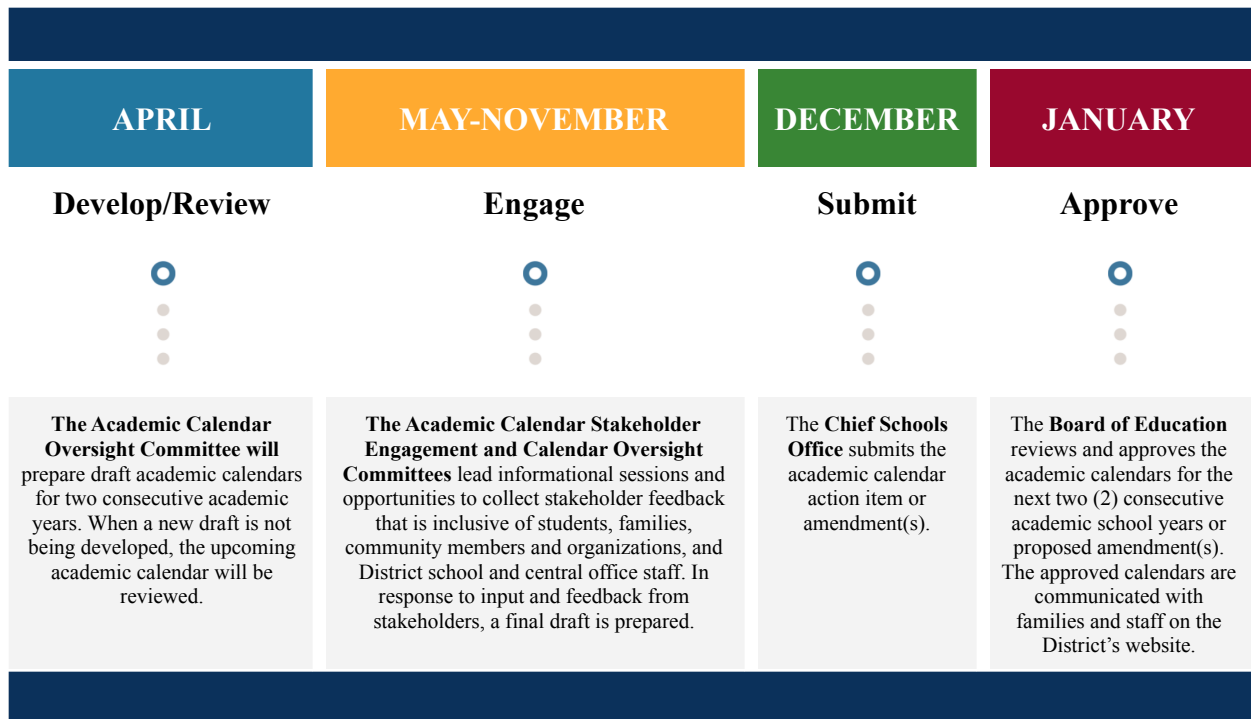
#### Amendment to Academic Calendar

Changes to the calendar, which are made after the Board approval, may be necessary due to changes determined by the District or for unanticipated circumstances out of the control of the District such as an emergency. If feasible, amendments can be shared to the Committees mentioned above for feedback. Notice of any changes will be made as soon as practicable and in accordance with law and collective bargaining agreements.

As part of the process of soliciting and engaging feedback through the committees mentioned above, the Chief Schools Office will update these Administrative Procedures as necessary.

Academic Calendar Process Overview & Development Cycle

While the Academic Calendar Oversight Committee meets every year, the creation of draft calendars happens *every other year*. During the year when calendars are not drafted, the Academic Calendar Oversight Committee will meet to review the Academic Calendar and engage with stakeholders for feedback. Should this result in changes to the approved calendar, an amending action item will be submitted to the Board of Education for approval.



**Example: Developing and Reviewing Academic Calendars through 2025**

*(process launches in April of each year)*

<b>2022</b>	→	<b>Develop</b>	Calendar for school years 2023-24 & 2024-25
<b>2023</b>	→	<b>Review</b>	Calendar for school year 2024-25; if there are resulting changes, engage stakeholders and resubmit for BOE approval
<b>2024</b>	→	<b>Develop</b>	Calendars for school years 2025-26 & 2026-27
<b>2025</b>	→	<b>Review</b>	Calendar for school year 2026-27; if there are resulting changes, engage stakeholders and resubmit for BOE approval

Monthly Timeline

<b>Item</b>	<b>When</b>	<b>Action</b>
<b>Draft Academic Calendar</b>	<b>April</b>	Each year, the <b>Academic Calendar Oversight Committee</b> meets. Every other year, the committee prepares draft academic calendars for two consecutive academic years.
<b>Academic Calendar Background Information and Stakeholder Feedback</b>	<b>May-June</b>	The <b>Academic Calendar Stakeholder Engagement Committee</b> leads sessions to provide background information about the purpose of the Academic Calendars, its contents, and the process for development with an explicit focus on inclusive practices that incorporate the histories and experience of our diverse students/communities. In addition, opportunities will be held to collect initial stakeholder feedback that is inclusive of students, families, community members and organizations, and District school and central office staff.
<b>Academic Calendar Oversight Committee Planning Meeting</b>	<b>July-August</b>	The <b>Academic Calendar Oversight Committee</b> meets to plan and prepare for continued stakeholder feedback and upcoming academic calendar timeline activities.
<b>Stakeholder Feedback &amp; Survey</b>	<b>September-October</b>	The <b>Academic Calendar Stakeholder Engagement Committee</b> leads opportunities for feedback and administers an academic calendar feedback survey to collect stakeholder feedback that is inclusive of students, families, community members and organizations, and District school and central office staff.
<b>Academic Calendar Feedback Review &amp; Final Draft</b>	<b>November</b>	<b>Academic Calendar Oversight Committee</b> reviews feedback and develops a final draft of the academic calendar. This final draft is shared with Chief Officers.
<b>Academic Calendar Action Item Submission*</b>	<b>December</b>	The <b>Chief Schools Office</b> submits the academic calendar action item.
<b>Board Approval*</b>	<b>January</b>	The <b>Board of Education</b> reviews and approves the academic calendars for the next two (2) consecutive academic school years at the January action meeting. The approved calendars are communicated with families and staff on the District's website.
<b>Communicate Academic Calendar</b>	<b>February-March</b>	The academic calendar is posted online and shared with District families, staff, and community.

\*Note: Both of these actions occur every other year.

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**Related Information:**

[Policy 804 School Day](#)

[Policy 804 Emergency Preparedness](#)

[Policy 901 School-Community Relations Objectives](#)

[Policy 902 Publications Programs](#)