

UCPS - School Calendar Development Guidelines

By law, the Board of Education approves the school calendar. The superintendent is required to develop a proposed calendar with input from staff and public and to present this to the Board of Education for consideration.

2012 Senate Bill 187 (Session Law 2012-145), applies beginning with the 2013-2014 school year, rewrites a portion of the calendar law (General Statute 115C-84.2). Legislation: Session Law 2012-145, Senate Bill 187, Section 7A.11.

- Changes to 185 days OR 1,025 hours
- Opening date shall be no earlier than the closest Monday to August 26
- Closing Date shall be no later than the Friday closest to June 11
- 10 annual leave days
- Legal holidays as determined by the State (typically 10 days designated)
- At least 10 Workdays
- Veteran's Day as a holiday for students and staff
- At least 42 days between school years (except year round)

Union County Public Schools uses the following process for developing the calendar:

The committee is formed as follows:

- 1 teacher from each high school district (9) with each level (ES, MS & HS) represented.
- 1 parent from each high school district (9)
- 2 high school students (2)
- 5 Principals (one from each level) (5)
- 1 Board Member (1)
- 4 Central Staff Member to provide information and coordinate as needed (ex-officio, non-voting)

Representation rotates from year to year so that each school is represented on the committee at least every two or three years. Once the schools and representative categories for representation are determined, schools are asked to identify the individuals for membership.

This committee typically meets in the fall and completes its recommendation for the next school year. The goal is to present this to the Board of Education for approval before the Christmas break. The committee usually requires at least two meetings to complete its proposal. (**NOTE:** During the time the calendar was modified to provide for completion of the first semester before Christmas, the committee met a number of additional times over several months.)

Principals are asked to invite school staff members to forward recommendations to the Calendar Committee. Professional Advisory Council members are also asked for recommendations. Calendar committee members are asked to discuss the calendar with their colleagues and counterparts prior to and during the calendar development process.

During the first meeting of the Calendar Committee, calendars from previous years are evaluated and recommendations from various sources are discussed. A proposed calendar is usually "roughed out" at the first meeting. Copies of this initial draft are forwarded to schools for discussion and further input. This information is brought to the next calendar committee for consideration and further refinement of the proposed calendar. This process continues until the calendar committee has reached consensus on a proposed calendar for the superintendent and Board.