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Administrative Regulation

1. Purpose

The Board of Education of Carroll County in its operation of the Carroll County Public Schools is required to adopt a school calendar that complies with Board of Education Policy, Maryland law and Maryland regulations.

2. Scope

Maryland Education Law and Regulations establish a school year of a minimum of 180 student days and 1,080 hours for elementary and middle school students and 1,170 hours for high school students. The Maryland Education Article stipulates that "each county board shall set the start and end dates of the school year".

3. Prerequisites

N/A

4. Responsibilities


The Superintendent will present a recommended school calendar for discussion at the first public Board of Education meeting in September.

5. Procedure


Carroll County Schools welcomes community comment on the Board policy that governs the school calendar for students and/or on the recommended calendar each year. At the first public Board of Education meeting in November, community feedback is reviewed and the Board of Education approves the school calendar for the following year.

The Superintendent constructs the recommended school calendar using the following guidelines:

- The first day of school for students will be recommended by the Superintendent annually for Board approval in adherence to Maryland.

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- The school year is comprised of two semesters that include at least 90 days. A semester consists of two quarters of approximately equal length.
- A maximum of six (6) and a minimum of four (4) emergency closing dates will be established in the calendar. If any of these days are not used, the school year will be shortened accordingly.
- The number of duty days for employees shall conform to the respective negotiated agreement.
- The following holidays will be observed:
 - Labor Day
 - Thanksgiving Day and the day after Thanksgiving Day
 - Christmas Eve through January 1
 - Martin Luther King, Jr. Day
 - Presidents' Day
 - Friday before Easter through the Monday after Easter
 - Memorial Day
 - Primary and General Election Days
- School closings are recommended by the Superintendent when coinciding with religious holidays based on the following considerations:
 - The religious holiday falls on a mandated Maryland public school holiday; or
 - The Board determines that it has a legitimate secular reason for closing schools, such as demonstrated or projected student/staff absences that may adversely impact student learning; or holding school would adversely impact the scheduling of curricular and extracurricular activities for students/ staff.
- Parent conference time will be scheduled during the first semester.
- Winter break is scheduled the week between the state holidays of Christmas Eve and New Year's Eve. Additional non-student days will be included as needed to ensure that the school week is not less than two (2) days in length. The winter break may vary from five (5) days to ten (10) days.
- Spring break includes at a minimum, the state holidays of the Friday before Easter through the Monday after Easter.

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- Professional time/development for teachers is scheduled to coincide with the annual state teacher meeting; one day between semesters; a maximum of six (6) week days prior to the first day of school for students; and one additional day as recommended by the Superintendent to meet the best interests of the school system.
- A maximum of six (6) two (2) hour and forty-five minute (45) early dismissals for students system-wide will be scheduled during the school year. Use of the time without students is established by the Superintendent and may be used for professional development; working on end of quarter/semester grades, and for teacher directed collaborative planning.
- Students do not attend school on days when teacher professional time/development is scheduled.
- The last day of school for students will be recommended by the Superintendent annually for Board approval in adherence to Maryland law.

6. REFERENCES

Section 7-103, Education Article, *Annotated Code of Maryland*; ode of Maryland Regulations 13A.02.01.04 AND 13A.03.02.12; Board Policy ICA.