GENERAL SCHOOL ADMINISTRATION

Guidelines for Developing the Annual School Calendar

I. Guidelines to be used in developing the annual school calendar shall be as follows:

A. At least 180 days of instruction for all levels (elementary, middle, and high schools).

B. Maximum of 195 teacher contract days.

C. Maximum of 15 teacher professional development/workdays to be scheduled as follows:

1. Professional development/workdays shall be scheduled at the beginning of the school year.

2. In addition, professional development/workdays shall be scheduled for each teacher during the contract year, off contract hours.

3. Teachers new to the Division shall report prior to the professional development/workdays for all teachers.

4. One professional development/workday shall be scheduled on Columbus Day (student holiday).

5. At the end of the first grading period, one professional development/workday shall be scheduled the day before Election Day for elementary schools. Two professional development/workdays shall be scheduled for middle and high schools (day before Election Day and Election Day itself). In presidential election years, no professional development/workdays shall be scheduled on Election Day so the calendar will be adjusted.

6. At the end of the second grading period (first semester), one professional development/workday shall be scheduled.

7. One professional development/workday shall be scheduled at the end of the third grading period.

8. Professional development/workdays shall be scheduled at the end of the final grading period.
D. Parent/teacher conference time for elementary schools shall be scheduled twice during the year. In the fall, the parent conference day shall be scheduled on Election Day, except in presidential election years, when it shall be scheduled the day before or after Election Day. The winter parent conference day (half-day) is scheduled prior to the end of the first semester. The fall parent/teacher conference times may be scheduled during evening hours to accommodate parents’ schedules.

E. The school opening date for students shall be after the Labor Day holiday, unless Prince William County Public Schools (PWCS) qualifies for a pre-Labor Day opening. In those years, the School Board shall be presented with two options for consideration (one for pre-Labor Day and one for post-Labor Day).

F. The length of winter break and spring break shall vary depending on the specific parameters for each individual calendar.

G. In presidential election years, schools shall be closed for students and teachers (and for all non-250 day employees) on Election Day.

H. In presidential election years and when Inauguration Day falls on a weekday, schools shall be closed for students, teachers, and all employees on Inauguration Day.

I. Four nine-week grading periods shall be balanced as much as possible so that first and second semesters have a similar number of days.

J. The following are established School Division holidays:

- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day and Friday
- Winter Break
- New Year’s Day
- Martin L. King Jr. Day
- George Washington’s Birthday/
- President’s Day
- Spring Break
- Memorial Day

II. At the direction of the Superintendent or designee, schools may be closed due to adverse conditions. Regulation 261.03-1, “Length of School Term” defines the length of the school term. If days are missed and instructional days are less than 180, the additional hours built into the PWCS approved school calendar shall be used to meet the 990 instructional hour requirements of the laws of the Commonwealth of Virginia and/or the Virginia Board of
Education regulations. If time is missed such that schools fall below the 990 instructional hour requirement, additional time or days shall be added to the school calendar by the School Board to ensure that PWCS meets the time requirements.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing the regulation in 2020.