

SCHOOL DIVISION ORGANIZATION, PHILOSOPHY, AND GOALS

Local School Organization and Administration

Modified School Calendar

I. PURPOSE

To establish procedures for schools to adopt a modified school calendar.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section IV.L. was added to clarify the requirement of an annual evaluation report by the state of Virginia
- B. Section V. was added to provide conditions and provisions for schools operating on a modified calendar who want to revert to a traditional school calendar.

III. DEFINITION

A modified school calendar includes, as a minimum, the same number of instructional days as the traditional calendar but is designed to allow additional time for remediation, enrichment, and extended learning opportunities for students. The School Board will give priority to schools in which academic achievement is a particular challenge due to factors such as poverty or language.

IV. GUIDELINES FOR IMPLEMENTATION OF A MODIFIED SCHOOL CALENDAR

The Fairfax County School Board permits the implementation of a modified school calendar for any individual school under the following conditions and provisions:

- A. Any individual Fairfax County public school with its collocated programs, including special education centers, academies, ESOL, etc., may consider adopting a modified school calendar in response to a demonstrated need for the enhancement of student academic achievement in that school. All collocated programs will follow the same school calendar as the base school. Schools must select one of the approved models. The school administration and staff will study the benefits for their identified needs. They will initiate data gathering, including research that explores both the benefits and the limitations of modified calendars, visit other schools implementing modified school calendars, and use experts in the field.

- B. The principal will hold community information meetings to explain the process and give reasons for considering the adoption of a modified calendar as described in this regulation. The principal will gauge interest of the staff and community and notify the cluster director of the school's and community's interest in exploring the modified school calendar by April 1. The cluster director will notify the Superintendent of the school's interest.

- C. The school, with the help of the cluster office and the cluster school support team (SST), will determine the implications of the modified school calendar as related to the following:
 - 1. Department of Accountability (surveys and countywide testing).
 - 2. Department of Facilities and Transportation Services (paired school to be determined prior to the community vote).
 - 3. Department of Financial Services (budget and payroll).
 - 4. Department of Human Resources (hiring, contracts, benefits, salary and compensation).
 - 5. Department of Information Technology (school administrative information and student information).
 - 6. Instructional Services Department (curriculum, staff development, materials, FECEP, academies, ESOL, and other programs).
 - 7. Department of Special Services (special education programs and individualized education programs).
 - 8. Fairfax County community agencies (School Age Child Care, Health Department, etc.).

- D. FCPS will identify a traditional calendar school to serve as an option for parents of currently enrolled children. This option is offered to parents at the time the school changes to a modified calendar and continues until their enrolled students complete that school level. Transportation will be provided to the paired school only for the currently enrolled elementary students. Transportation will not be provided to a paired school for middle, high, and secondary school students.

- E. The administration and all full- and part-time contracted staff members based at the school (e.g., custodians, administrative staff members, instructional assistants, itinerant teachers, etc.) will be surveyed by October 1 to determine support for adopting a modified school calendar. The survey (Attachment B) will be kept confidential and will be completed by secret ballot. The Department of Accountability will be responsible for designing the survey and for collecting, analyzing, and reporting results to the school following the vote.

- F. If at least 60 percent of the administrators and staff members, including administrators and staff members from all colocated programs, approve of the concept, the school will prepare a proposal with the following components to share with the community and the cluster director by October 15:
1. A cover page that includes the name of the school, a brief one-half-page school profile, the name of the principal, the cluster number, and the date.
 2. A justification for the need for the modified school calendar.
 3. Detailed description of the implementation plan, including time lines and criteria for charging tuition. Schools with fewer than 20 percent of the students eligible for free and reduced-priced lunch will charge full tuition for intersessions (elementary only). In these schools, scholarships will be available for students eligible for free and reduced-price lunch.
 4. Description of intersessions (elementary only).
 - a. Goals and objectives.
 - b. Teaching and learning approaches.
 - c. Curriculum emphases.
- G. Upon the approval of the cluster director, the school will establish a committee that will represent a cross section of views and will include administrators, staff members, parents, and students (as appropriate) to accomplish the following:
1. Plan and implement the dissemination of information and involvement of the school attendance community by the end of November. Information, translated according to language needs of the school community, will be distributed by the school to the school attendance community and will address the following:
 - a. Justification for the decision.
 - b. Summary of specific information that will be forthcoming.
 - c. Identification of the committee members for local implementation of the process.
 - d. Announcement of the date, time, and place of any open information meetings to discuss the proposed modified school calendar.
 - e. Information about the forthcoming community survey.

2. Host at least two open information meetings for the school community. Interpreters will be available for parents who speak languages other than English.
3. Survey the community and student body (high school only) according to the following guidelines:
 - a. The Department of Accountability will be responsible for designing the community and student survey (Attachment A) and for collecting, analyzing, and reporting the community and student survey results to the school committee by December 15.
 - b. The community survey will be mailed to every family of an enrolled student in the school except families of students enrolled in the exiting grade. In addition, the middle school and high school surveys will be given to every family of an enrolled student in each feeder school who will enter the middle or high school the following year. The community's return rate should not be less than 50 percent for elementary schools and not less than 30 percent for middle and high schools.
 - c. The student survey will include every enrolled high school student, except students in grade 12, and all enrolled students in each feeder who will attend the high school the following year. The survey will be kept confidential and will be completed by secret ballot.
 - d. If the survey results show approval by 60 percent of the community responding to the survey and 60 percent of the students, the coordinating committee will complete a proposal to the School Board with the following components included as an amendment to the October 15 proposal submitted to the cluster director:
 - (1) A description of the readiness activities undertaken to inform the community.
 - (2) Documentation of the staff, community, and student survey data.
 - (3) The evaluation plan and expected outcomes.
- H. The school coordinating committee will submit the proposal to the cluster assistant superintendent prior to the last day of school before winter vacation.
- I. The proposal will be presented to the Leadership Team by the cluster assistant superintendent at the Leadership Team's regular meeting in the second week of January. The Leadership Team may recommend proposals that do not meet the requirements (e.g., community return rate). The Leadership Team will submit all approved proposals to the School Board for information and action in February.
- J. Upon School Board approval, the Superintendent will complete and submit the waiver request as required by the Virginia Board of Education. The school and

community will be notified of the approval of the proposal, the application for a state waiver, and the modified FCPS school calendar.

- K. Upon receipt of the waiver approval, the school will initiate the implementation plan.
- L. Annually, the principal of a modified calendar school will complete and submit the evaluation report required by the state of Virginia.

V. GUIDELINES FOR REVERTING TO A TRADITIONAL SCHOOL CALENDAR

The Fairfax County School Board permits any individual school operating on a modified school calendar to revert to a traditional school calendar under the following conditions and provisions:

- A. Any individual Fairfax County public school with its colocated programs, including special education centers, academies, ESOL, etc., may consider reverting from a modified school calendar to a traditional school calendar in response to a desire to improve student academic achievement in that school. All colocated programs will revert to the same traditional school calendar as the base school. The school administration and staff will study the advantages and disadvantages of both calendars.
- B. The principal will hold community information meetings to explain the process and reasons for reverting to a traditional school calendar as described in this regulation. The principal will gauge interest of the staff and community and notify the cluster assistant superintendent of the school's and community's interest in the reverting to the regular calendar option prior to the end of the school year. The cluster assistant superintendent will notify the Superintendent of the school's interest.
- C. The principal will provide all full- and part-time contracted staff members based at the school (e.g., custodians, administrative staff members, instructional assistants, itinerant teachers, etc.) with information about the process including a time line. Following staff discussion, the faculty, by committee, will provide a letter of support to the administration and appropriate cluster assistant superintendent in support of reverting to a traditional calendar.
- D. The school will prepare a proposal with the following components to share with the community and the cluster assistant superintendent by October 15:
 - 1. A cover page that includes the name of the school, a brief one-half-page school profile, the name of the principal, the cluster number, and the date.
 - 2. A justification for reverting to a traditional school calendar.
 - 3. The letter of staff support for the proposal.
 - 4. A detailed description of the implementation plan, including time lines.

- E. Upon the approval of the cluster assistant superintendent, the school will establish a committee, which will represent a cross section of views and will include administrators, staff members, parents, and students (as appropriate), to accomplish the following:
1. Plan and implement the dissemination of information and involvement of the school attendance community by the end of November. Information, translated according to language needs of the school community, will be distributed by the school to the school attendance community and will address the following:
 - a. Justification for the decision.
 - b. Summary of specific information related to reverting to a traditional calendar.
 - c. Announcement of the date, time, and place of any open information meetings to discuss the proposed traditional school calendar.
 - d. Provision of the opportunity for written parental input, such as a community survey, to local school administrators regarding the school calendar change.
 2. Host at least two open information meetings for the school community. Interpreters will be available for parents who speak languages other than English.
 3. Invite the parent-teacher association (PTA) at the school to provide a letter supporting the proposal.
 4. The coordinating committee will complete a proposal to the Leadership Team with the following components included as an amendment to the earlier proposal submitted to the cluster assistant superintendent:
 - a. A description of the readiness activities undertaken to inform the community.
 - b. Documentation of the staff and community support for the proposal.
 - c. The evaluation plan and expected outcomes to include:
 - (1) Academic achievement of the students since the implementation of the modified school calendar.
 - (2) Plan for improving student growth while using the traditional school calendar.
 - d. Extended time for learning funds:
 - (1) Schools continue to use modified calendar funds to provide additional learning time for students.

- (2) Excel schools reverting to a traditional calendar may choose to implement the uniform day eight-hour teacher contract model.
 - (3) Excel and non-Excel schools may choose to extend learning time for student by proposing an alternative model.
- F. The school coordinating committee will submit the proposal to the cluster assistant superintendent prior to December 15.
 - G. The proposal will be presented to the Leadership Team by the cluster assistant superintendent at the Leadership Team's regular meeting in the second week of January. The Leadership Team will submit all approved proposals to the School Board for information in February.
 - H. Upon approval by the Leadership Team, the school and community will be notified.
 - I. Upon receipt of approval, the school will initiate the implementation plan for the following school year.

Parent Survey

Fairfax County Public Schools
MODIFIED SCHOOL CALENDAR SURVEY

School Name

School Code			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

MARKING INSTRUCTIONS

- Use a No. 2 pencil only.
- Do not use ink, ballpoint, or felt-tip pens.
- Make solid marks that fill the response completely.
- Erase cleanly any marks you want to change.
- Make no stray marks on this form.

CORRECT: ● INCORRECT: ☒ ☓ ☙ ☚



Please answer the following question indicating your preference for adopting a modified school calendar. Place your response in the envelope provided and mail on or before December 1 of this year.

I would like a modified school calendar for my school.

Yes No

Comments: Please list the primary reason(s) for your answer to the question above.

Place this sheet in the envelope provided.

Mail to the Department of Educational Accountability
on or before December 1 of this year.

Thank you for participating in this survey.

Staff Survey

MODIFIED SCHOOL CALENDAR SURVEY FOR STAFF

School Code			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

School Name

MARKING INSTRUCTIONS

- Use a No. 2 pencil only.
- Do not use ink, ballpoint, or felt-tip pens.
- Make solid marks that fill the response completely.
- Erase cleanly any marks you want to change.
- Make no stray marks on this form.

CORRECT: ● INCORRECT: ⊗ ⊘ ⊙ ⊚



Please answer the following question indicating your preference for adopting a modified school calendar.

I would like a modified school calendar for my school.

Yes No

Comments: Please list the primary reason(s) for your answer to the question above.

Thank you for participating in this survey.