



# School Calendar Development

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 Orange County Public Schools

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## Calendar Development Process

- Calendar Committee
- Calendar Parameters
- Collaborative Activity
- Discussion and Presentations
- Drafts to Executive Leadership
- School Board Approval
- Publish Calendars for Public



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## Committee Representatives

- District Departments – Athletics, CTE, Exceptional Education, Human Resources, Payroll, Transportation
- Schools – Teachers, Classified Staff & Principals
- Parents
- Students
- Faith Community
- Business/Community Partners





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## Calendar Parameters

- State Requirements:
  - 180 days in school year
  - Students may not begin prior to August 10
- Teacher Pre-Planning:
  - 6 days prior to beginning of school year
  - *Prefer* that first day for teachers is not on a Friday
  - Must be consecutive days immediately prior to students arriving
- Teacher Post Planning:
  - 2 days immediately following last student day
  - *Prefer* not to be split between 2 weeks (Friday & Monday)

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## Calendar Parameters

- **Professional Day:**
  - Non-attendance day for students and teachers
  - Must occur on a Friday in October
  - May not fall during FTE Week
- **Presidents' Day:**
  - February
  - Non-paid, non work day
  - Student holiday
- **FTE Weeks – State Funding:**
  - Students/Staff must be in attendance
  - Caution against having the Friday before FTE week off
  - 2024-2025      October 7-11      February 3-7



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## Calendar Parameters

- **Semesters:**
  - 2 semesters in a school year
  - 90 days each, or as close as possible
  - First semester must end at Winter Break in December
- **Marking Periods:**
  - 4 marking periods each year; 2 in each semester
  - 45 days each, or as close as possible
  - Teacher workday between the first 3 marking periods
  - Separate marking periods may not occur within the same week
  - 2<sup>nd</sup> marking period must end at Winter Break in December
  - 3<sup>rd</sup> marking period must end at Spring Break

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# Calendar Parameters

- **Winter Break:**
  - Must be 2 full weeks (Monday-Friday)
- **Thanksgiving Break:**
  - Must include Thanksgiving Day and the day after (paid holidays for staff)
  - Has traditionally been the entire week of Thanksgiving (Monday-Friday)
- **Spring Break:**
  - Must be 1 full week (Monday-Friday)
  - Must fall between the 3<sup>rd</sup> and 4<sup>th</sup> marking periods



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# Calendar Parameters

## Paid Holidays

Non-Attendance Days for Staff and Students

### Instructional (teachers)

Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day

### Classified (non-instructional)

Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
December 24 & 25  
New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day



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## Calendar Parameters



- 10 Prioritized Bad Weather Days:
  - Cannot include any paid holidays or Winter Break
  - Must be non-work, non-paid days for employees
  - Must occur as close to the weather event as possible
  - Historically, most tropical storms and hurricanes have occurred in August through October

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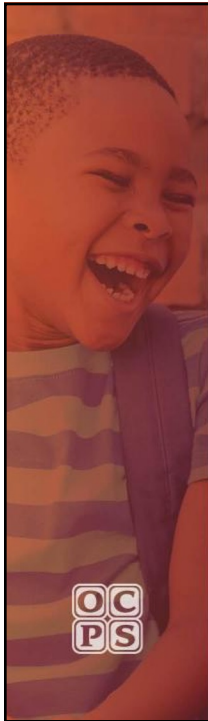
## Calendar Parameters



- Florida Statute XL VIII, Chapter 1011 requires:
  - 720 hours of instruction in K-3
  - 900 hours of instruction in 4-12
- Beginning in 2023-2024, OCPS bell schedules *exceed* the required 720 hours in K-3 and 900 hours in 4-12
  - Additional minutes added to the Middle School bell schedule
- Minutes above the state threshold equate to:
  - 4 regular days and 1 Wednesday in K-3 and 4-5
  - 3 regular days and 1 Wednesday in 6-12
- Up to 3 regular days and 1 Wednesday may be missed due to weather closures without students making up the days

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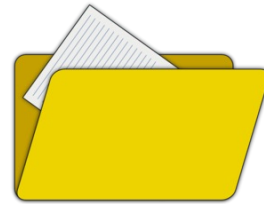
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## Collaborative Activity

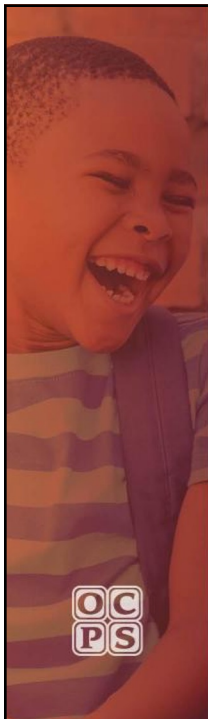
### Resources:

- Sample calendars for 2024-2025 – meet all of the parameters
- Blank calendar for the school year
- Religious Holidays
- Parameter Cheat Sheet
- Calendar Checklist



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## Collaborative Activity

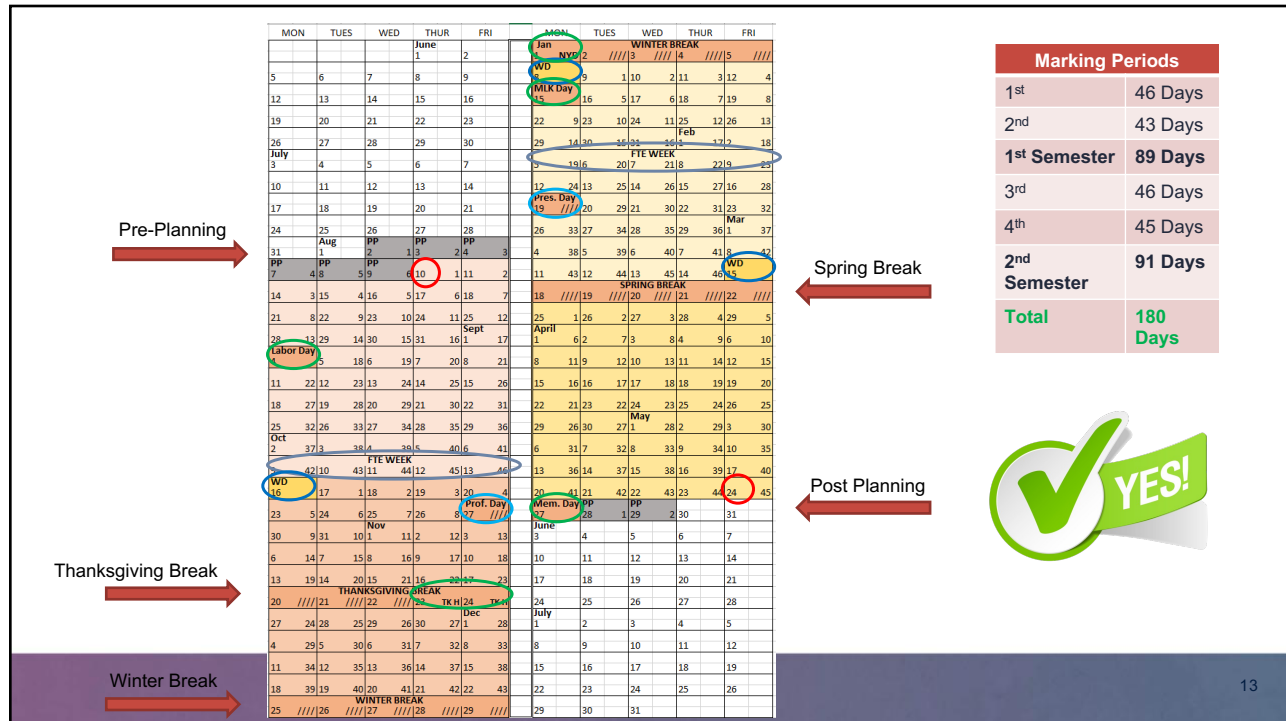
- Review/discuss the sample calendars for 2024-2025
- Choose 1<sup>st</sup> and 2<sup>nd</sup> choice from the samples

***OR***

- Use the blank calendar to create your own option that meets all of the parameters
- Choose a reporter – each group will share their calendar choices

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Orange County Public Schools 2023-2024 School Calendar		
Day(s) of Week	Date(s)	Event
Wednesday-Wednesday	August 2-9	Pre-Planning August 7-Professional Development Day
Thursday	August 10	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of First Marking Period
Monday	October 16	Teacher Workday/Student Holiday
Tuesday	October 17	Begin Second Marking Period
Friday	October 27	Teacher Professional Day Student Holiday/Teacher Non-Workday
Monday-Friday	November 20-24	Thanksgiving Break
Friday	December 22	End of Second Marking Period
Monday-Friday Two Weeks	December 25-January 5	Winter Break
Monday	January 8	Teacher Workday/Student Holiday
Tuesday	January 9	Begin Third Marking Period Begin Second Semester
Monday	January 15	Martin Luther King, Jr. Holiday Schools and District Offices Closed
Monday	February 19	Presidents' Day/Teacher Non-Work Day Schools Closed/District Offices Open
Thursday	March 14	End of Third Marking Period
Friday	March 15	Teacher Workday/Student Holiday
Monday-Friday	March 18-22	Spring Break Schools Closed/District Offices Open
Monday	March 25	Begin Fourth Marking Period
Friday	May 24	End of Fourth Marking Period Last Day of School
Monday	May 27	Memorial Day Holiday Schools and District Offices Closed
Tuesday-Wednesday	May 28-29	Post Planning

Orange County Public Schools 2023-2024 Prioritized Severe Weather Make-Up Days		
Priority	Date	Current Use
1	October 27, 2023	Professional Day/Student Holiday
2	November 20, 2023	Monday of Thanksgiving Break
3	November 21, 2023	Tuesday of Thanksgiving Break
4	November 22, 2023	Wednesday of Thanksgiving Break
5	February 19, 2024	Presidents' Day
6	March 22, 2024	Friday of Spring Break
7	March 21, 2024	Thursday of Spring Break
8	March 20, 2024	Wednesday of Spring Break
9	March 19, 2024	Tuesday of Spring Break
10	March 18, 2024	Monday of Spring Break

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