

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

November 8, 2011

MEMORANDUM

To: Members of the Board of Education

From: Joshua P. Starr, Superintendent of Schools

Subject: 2012–2013 School Calendar

I recommend adoption of the attached calendar for the 2012–2013 school year (Attachments A and B). The recommended school calendar allows for the effective use of time for teaching and learning and provides opportunities for professional growth and planning instructional strategies focused on improving student achievement.

The school calendar is based on 184 instructional days for students (four more than the minimum days required by the state of Maryland) and 193 duty days for teachers. In addition, the Montgomery County Education Association (MCEA) contract includes 16 hours of unscheduled professional time for teachers. The contingency plan, indicating when days will be made up if the number of emergency closings exceeds four days, also is attached (Attachment C). The proposed 2012–2013 school calendar includes the Presidential Election Day on Tuesday, November 6, 2012, as a system holiday.

Over the last several years, changes regarding the school calendar have occurred as a result of key stakeholder involvement. Staff in the Office of the Chief Operating Officer uses a collaborative review process to solicit input on drafting the proposed school calendar that includes representation from the Montgomery County Council of Parent Teacher Associations (MCCPTA), MCEA, the Montgomery County Association of Administrators and Principals (MCAAP), the Service Employees International Union (SEIU) Local 500, the Maryland Association of Student Councils—Montgomery County Region, and other community and school system leadership.

Every effort was made to schedule professional days on Mondays and Fridays or following a holiday—a more family-friendly arrangement. During discussions with stakeholders, a few comments and questions were raised. The discussions are summarized below.

- **MCCPTA representatives expressed an interest in having the first day of school on Tuesday, August 28, 2012, which would allow elementary schools the opportunity to designate Monday, August 27 as open house/orientation day.** It should be noted that if

the first day of school for students was Tuesday, August 28, students and teachers would miss two consecutive Mondays—August 27 and September 3—at the beginning of the school year. It also would mean that some special subject areas would not start until the third week of school. In the past, starting school with a five-day week has allowed for instructional momentum to occur. Teachers, administrators, and many parents appreciate the full week, and feedback received from schools is overwhelmingly positive.

- **All three employee associations were pleased that the collective bargaining agreements were amended last spring regarding the early release day on the Wednesday prior to the Thanksgiving Holiday.** The three agreements allow for employees to leave two hours early without charge to their leave.
- **Parents and community members expressed an interest in knowing all of the early release dates soon after the calendar is adopted rather than in early spring when the school operations calendar is distributed.** Early release days are shown on the calendar. However, early release days for interims and planning for the first and third marking periods remain tentative and will not be finalized until the school operations calendar is distributed in early spring 2012. Early release days for K–8 parent conferences are considered set dates—November 12 and November 13.
- **Parents expressed interest in having as many non-school days as possible occur on a Monday or Friday.** The proposed calendar accommodates that request to the extent possible, given constraints of official holidays or closures; e.g., Wednesday, September 26, 2012, is Yom Kippur.
- **Appreciation was expressed by all stakeholders for our commitment to seek collaborative feedback annually and prior to the development of a Board-adopted calendar.**

Members of the Board of Education and some stakeholders expressed an interest in receiving school calendars for two years. As such, a draft calendar for the 2013–2014 school year is attached (Attachment D). The greatest challenge with proposing a school year calendar two years in advance is the Maryland State Department of Education (MSDE) testing calendar. MSDE testing dates have changed a number of times over the last several years, and changes could impact the scheduling of professional days and spring break for the 2013–2014 school year. Nonetheless, while Good Friday and Easter Monday are April 18 and April 21, respectively, spring break dates have been noted as tentative—April 14–17, 2014.

In previous years during discussions regarding the school calendar, members of the Board of Education indicated that they desire to know the testing dates when adopting the Board calendar. The most current version of the MSDE testing calendar is provided for your information (Attachment E). It is important to remember that the state of Maryland has changed these dates in prior years.

As indicated previously, the amount of unscheduled professional time is 16 hours. The designated professional days/time will be used by teachers to concentrate on specific activities related to the achievement of their students and the teaching and learning process. The 16 hours of professional time provides flexibility to meet the needs of school staff and individual teams and departments. The schedule for these hours will involve work after the normal school day, on weekends, or on other days not scheduled as duty days for teachers, including additional preservice time.

The professional days at the end of each marking period—November 5, 2012, and January 22 and April 2, 2013—will be non-school days to be used for report card preparation, planning, and professional development. The early release days on the calendar are for interim grade reports and planning, parent conferences in November for elementary and middle schools, and the Wednesday prior to Thanksgiving.

The following considerations are included in the recommended 2012–2013 school year calendar:

- School beginning on Monday, August 27, 2012, before Labor Day (which falls on Monday, September 3, 2012), beginning the school year with a five-day week.
- A student year of 184 instructional days, including 4 contingency days.
- A teacher year of 193 duty days, plus 16 hours of unscheduled professional time.
- Nine professional days with no school for students—five preservice days beginning Monday, August 20, 2012; three days for report card preparation/planning on Monday, November 5, 2012, Tuesday, January 22, 2013, and Tuesday, April 2, 2013; and the last day of the school year for teachers on Monday, June 17, 2013.
- A non-school day on Monday, September 17, 2012, for Rosh Hashanah.
- A non-school day on Wednesday, September 26, 2012, for Yom Kippur.
- Tentative Early Release Days—Two early release days for all students on Friday, September 28, 2012, and Friday, March 1, 2013, for planning and interims (per the MCEA negotiated agreement).
- Early Release Days—Two early release days for parent conferences in elementary and middle schools on Monday, November 12 and Tuesday, November 13, 2012, and one early release day on the day before the Thanksgiving holiday on Wednesday, November 21, 2012.
- Friday, October 19, 2012—The Maryland State Educators Association Convention and the MCAAP fall conference—no school for teachers/students.

- Tuesday, November 6, 2012—Presidential Election Day.
- Spring break the week before Easter, which falls on Sunday, March 31, 2013.
- Thirteen holidays.
- The last day of school for students on Friday, June 14, 2013.

Please refer to the School Contingency Calendar for 2012–2013, which identifies when days will be made up if we exceed four days of emergency closings (Attachment C).

Recommended Resolution

WHEREAS, The establishment of school terms by the Board of Education is required by Maryland State law; and

WHEREAS, Montgomery County Public Schools parents, community members, students, and staff should be informed of the Board-adopted school calendar each year and the subsequent contingency plan identifying days that will be used to make up lost instructional time due to emergency closings; now therefore be it

Resolved, That the proposed calendar and contingency plan for Montgomery County Public Schools for the 2012–2013 school year be adopted.

Present at the Board table for today’s discussion are Mr. Larry A. Bowers, chief operating officer, and Ms. Robin L. Confino, executive director to the chief operating officer.

JPS:LAB:rlc

Attachments

School Calendar for 2012–2013

2012		
Wednesday, July 4	Holiday	Independence Day
August 20, 21, 22, 23, 24		Professional days for teachers
Monday, August 27		First day of school for students
Monday, September 3	Holiday	Labor Day
Monday, September 17	Rosh Hashanah	No school for students and teachers
Wednesday, September 26	Yom Kippur	No school for students and teachers
Friday, September 28	Tentative	Tentative early release for all students— planning/grades/interims
Friday, October 19		MSEA Conference/MCAAP Fall Conference—no school for students and teachers
Monday, November 5		Professional day for teachers (no school for students)— planning/report card preparation and duty day for designated 10-month employees for professional development activities
Tuesday, November 6	Holiday	Presidential Election Day—schools and offices closed
Monday and Tuesday, November 12 and 13		Early release K–8 (parent conferences)
Wednesday, November 21		Early release K-12 prior to Thanksgiving Holiday
Thursday and Friday, November 22 and 23	Holidays	Thanksgiving
Monday and Tuesday, December 24 and 25	Holidays	Christmas
December 26, 27, 28, 31		Winter break—no school for students and teachers
2013		
Tuesday, January 1, 2013	Holiday	New Year's Day
Monday, January 21	Holiday	Martin Luther King, Jr. Day
Tuesday, January 22		Professional day for teachers (specified 10-month employees work)—no school for students
Monday, February 18	Holiday	Presidents' Day
Friday, March 1	Tentative	Tentative early release for all students—planning/grades
March 25, 26, 27, 28		Spring break—no school for students and teachers
March 29 and April 1	Holidays	Good Friday and Easter Monday
Tuesday, April 2		Professional day for teachers—no school for students
Monday, May 27	Holiday	Memorial Day
Friday, June 14		Last day of school for students
Monday, June 17		Professional day for teachers

PRELIMINARY SCHOOL CALENDAR FOR FY 2012 – 2013

2012






JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29					
									30											

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
													30	31						

2013

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31	24	25	26	27	28	24	25	26	27	28	29	30				
													31							

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29					
									30											

-  Holiday
-  No school for students and teachers
-  First and last day of school
-  Professional day for all teachers
-  Early Release Day K-8 (parent conferences)

**SCHOOL CONTINGENCY CALENDAR
2012–2013 School Year**

If the school year should be disrupted by emergencies and schools are closed—

5 days—the school year will be extended by one day to June 17, 2013;

6 days—the school year will be extended by two days to June 17 and 18, 2013;

7 days—the school year will be extended by three days to June 17, 18, and 19,
2013;

8 days—the school year will be extended by four days to June 17, 18, 19, and 20,
2013; and

9 days—the school year will be extended by five days to June 17, 18, 19, 20, and
21, 2013

DRAFT School Calendar for 2013–2014

2013		
Thursday, July 4, 2013	Holiday	Independence Day
August 19, 20, 21, 22, 23		Professional days for teachers
Monday, August 26		First day of school for students
Monday, September 2	Holiday	Labor Day
Thursday, September 5	Rosh Hashanah	No school for students and teachers (Note: Yom Kippur is Saturday, September 14, 2013)
Friday, September 27	Tentative	Tentative early release for all students— planning/grades/interims
Friday, October 18		MSEA Conference/MCAAP Fall Conference—no school for students and teachers
Friday, November 1		Professional day for teachers (no school for students)— planning/report card preparation and duty day for designated 10-month employees for professional development activities
Monday and Tuesday, November 11 and 12		Early release K–8 (parent conferences)
Wednesday, November 27		Early release prior to Thanksgiving Holiday
Thursday and Friday, November 28 and 29	Holidays	Thanksgiving
Tuesday and Wednesday, December 24 and 25	Holidays	Christmas
December 26, 27, 30, 31		Winter break—no school for students and teachers
2014		
Wednesday, January 1, 2014	Holiday	New Year's Day
Monday, January 20	Holiday	Martin Luther King, Jr. Day
Tuesday, January 21		Professional day for teachers (specified 10-month employees work)—no school for students
Monday, February 17	Holiday	Presidents' Day
Friday, February 28	Tentative	Tentative early release for all students—planning/grades
Friday, March 28		Professional day for teachers—no school for students
April 14, 15, 16, 17	Tentative	Spring break—no school for students and teachers
April 18 and April 21	Holidays	Good Friday and Easter Monday
Monday, May 26	Holiday	Memorial Day
Thursday, June 12		Last day of school for students
Friday, June 13		Professional day for teachers

*Note: June 23, 2014—Maryland State Primary Election

MARYLAND STATE DEPARTMENT OF EDUCATION
Student Testing Calendar School Years 2011-2012 through 2013-2014

Official as of ~~May 26, 2011~~ Revised July 28, 2011

Updates to this test calendar are available by logging on to <https://docushare.msde.state.md.us>.

*Note: Testing in Special Placement (Non-public) Schools is governed by the
Special Placement Schools State Testing Calendar Edition, available on Docushare*

The Student Testing Calendar for the school years 2011-2012 through 2013-2014 includes the following Maryland State assessments:

High School Assessments (HSA)

- End-of-course Tests: English*, Algebra/Data Analysis*, and Biology*

Modified High School Assessments (Mod-HSA)

- End-of-course Tests: Mod-English*, Mod-Algebra/Data Analysis*, and Mod-Biology*

Maryland School Assessment (MSA)

- Grades 3 – 8 in reading and mathematics
- End-of-course tests in English*, Algebra/Data Analysis*, and Biology*
- Grades 5 and 8 in science

Modified Maryland School Assessment (Mod-MSA)

- Grades 3 – 8 in mod-reading and mod-mathematics
- End-of-course tests in Mod-English*, Mod-Algebra/Data Analysis*, and Mod-Biology*

Alternate Maryland School Assessment (Alt-MSA)

- Grades 3 – 8 and grade 10 in reading and mathematics, and grades 5, 8, and 10 in science for students with significant cognitive disabilities who are unable to participate in the Maryland School Assessment, even with accommodations

English Language Proficiency Test (ELPT)

- Test of English language proficiency administered to all English language learners

**Statewide Primary Test Administrations Are Not Scheduled on These
 Religious Holidays****

Holiday	2011-2012	2012-2013	2013-2014
Rosh Hashanah	Sept. 29-30, 2011	Sept. 17-18, 2012	Sept. 5-6, 2013
Yom Kippur	Oct. 8, 2011	Sept. 26, 2012	Sept. 14, 2013
Ramadan***	Aug. 1, 2011 July 21, 2012	July 21, 2012 July 9, 2013	July 9, 2013 June 28, 2014
Eid Al-Fitr***	Aug. 30, 2011 Aug 19, 2012	Aug. 19, 2012 Aug. 8, 2013	Aug. 8, 2013 July 28, 2014
Eid Al-Adha***	Nov. 6, 2011	Oct. 26, 2012	Oct. 15, 2013
Passover	April 6-7, 2012	March 25-26, 2013	April 15-16, 2014
Good Friday - Western	April 6, 2012	March 29, 2013	April 18, 2014
Good Friday - Orthodox	April 13, 2012	May 3, 2013	April 18, 2014
Shavuot	May 27, 2012	May 15, 2013	June 4, 2014

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*The end-of-course tests in English, Algebra/Data Analysis, and Biology are part of **both** the High School Assessment program **and** the Maryland School Assessment Education accountability program.

**Make-up test administrations may be scheduled on religious holidays, as long as another make-up testing date is available for students who were unable to test due to a religious observance.

***Actual dates may differ locally as determined by authoritative religious leaders. Students who observe holidays and miss school on alternative holiday dates should be allowed to use local make-up dates.

Test or Action	2011 - 2012	2012 -2013	2013 -2014
Alt-MSA: Opening of Test Administration Window	Sept. 1	Sept. 4	Sept. 3
Local Accountability Coordination Meeting	Sept. 13	Sept. 11	Sept. 10
HSA & Mod-HSA October Administration - Paper Note: October HSA and Mod-HSA (Paper) have <u>one make-up day</u> used for all contents	Oct. 3–6 10/03— English 10/04— Biology 10/05— Alg/DA 10/6— Make-up for all contents	Oct. 1–4 10/01—Alg/DA 10/02—English 10/03— Biology 10/4— Make-u p for all contents	Sept. 30 - Oct.3 09/30—Biology 10/01— Alg/DA 10/02— English 10/3— Make-up for all contents
HSA & Mod-HSA October Administration- Online	Oct. 3–14	Oct. 1–12	Sept. 30 – Oct.11
Local Accountability Coordination Meeting Meeting to be held at MAG Conference	Nov.17	Nov. 15	Nov. 21
Local Accountability Coordination Meeting Test Administration Training – MSA/Mod-HSA	Jan. 4	Jan. 3	Jan. 7
HSA & Mod-HSA January Administration - Paper	Jan. 9–11 1/09—English 1/10— Biology 1/11— Alg/DA	Jan. 7–9 1/07— Alg./DA 1/08— English 1/09— Biology	Jan. 6–8 1/06—Biology 1/07—Alg./DA 1/08— English
HSA & Mod-HSA January Make-up Testing - Paper Note: January HSA and Mod-HSA (Paper) have <u>one make-up week</u>	Jan. 17–19 1/17—English 1/18— Biology 1/19—Alg/DA	Jan. 15–17 1/15—.Alg./DA 1/16— English 1/17— Biology	Jan. 14–16 1/14—Biolog y 1/15—Alg./DA 1/16—English

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Test or Action	2011 - 2012	2012 -2013	2013 -2014
HSA & Mod-HSA January Administration - Online	Jan. 9–20 (No testing Jan 16)	Jan.7–18	Jan. 6–17
ELPT Administration Window	February 6 – March 23	March 27– April 26	March 26 – April 25
Local Accountability Coordination Meeting Test Administration Training – MSA/Science	March 6	Mar. 5	Mar. 4
MSA Reading and Mathematics Test Administration: Grades 3 – 8 in reading and mathematics	March 12 – March 21	March 4– March 13	March 5 – March 14
MSA Reading and Mathematics Make-up Testing	March 22 – March 27	March 14 – March 19	March 17 – March 20
Mod-MSA Reading and Mathematics Test Administration (Paper)	March 12 – March 21	March 4 – March 13	March 10 – March 19
Mod-MSA Reading and Mathematics Make-up Testing (Paper)	March 22 – March 27	March 14 – March 19	March 20 – March 27
Mod-MSA Reading and Mathematics Test Administration (Online)	March 12 – March 27	March 4 – March 19	March 10 – March 27
Alt-MSA: Last date for Portfolio Construction	March 2	March 5	March 4
MSA, Mod-MSA and Alt-MSA: Deadline for LACs to submit Post-test files	April 2	April 4	April 1
HSA & Mod-HSA Senior Administration - Paper Note: Senior HSA and Mod-HSA (Paper) have one make-up day used for all contents	Apr. 16-19 04/16—English 04/17— Biology 04/18— Alg/DA 04/19— Make-up for all contents	Apr. 15-18 04/15—Alg/DA 04/16—English 04/17— Biology 04/18—Make-up for all contents	Apr. 7-10 04/07—Biology 04/08— Alg/DA 04/09— English 04/10—Make-up for all contents

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Test or Action	2011 - 2012	2012 -2013	2013 -2014
HSA & Mod-HSA Senior Administration - Online	Apr. 16 – 20	Apr. 15 – 19	Apr. 7 – 11
MSA Science Test Administration – Online and Paper Science testing in Grades 5 and 8	April 16 – May 4	April 8 – April 26	March 24 – April 11
HSA & Mod-HSA May Administration - Paper	May 21 - May 23 5/21— English 5/22— Biology 5/23— Alg/DA	May 20 - 22 5/20—Alg./DA 5/21— English 5/22— Biology	May 19 - 21 5/19— Biology 5/20— Alg./DA 5/21— English
HSA & Mod-HSA May Make-up Testing - Paper Note: May HSA & Mod-HSA (Paper) have <u>two make-up weeks</u>	May 29–31 & June 4–6 5/29— English 5/30— Biology 5/31— Alg/DA 6/04— English 6/05— Biology 6/06— Alg/DA	May 28–30 & June 3–5 5/28— Alg./DA 5/29— English 5/30— Biology 6/03— Alg./DA 6/04— English 6/05— Biology	May 27–29 & June 2–5 5/27— Biology 5/28— Alg./DA 5/29— English 6/02— Biology 6/03— Alg./DA 6/05— English (No testing June 4)
HSA and Mod-HSA May Administration - Online	May 21 – June 6 (No testing May 28)	May 20 – June 5 (No testing May 27)	May 19 – June 5 (No testing May 26 and June 4)

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Test or Action	2011-2012	2012-2013	2013-2014
Local Accountability Coordination Meeting (This full-day meeting includes training for Alt-MSA Administration for next testing year for LACs and Alt-MSA Facilitators)	June 12	June 11	June 10
HSA & Mod-HSA Summer Administration - Paper First Testing Week Note: First Summer HSA and Mod-HSA (Paper) testing week has one make-up day used for all contents.	July 23 - 26 7/23—English 7/24—Biology 7/25— Alg/DA 7/26—Make-up for all contents	July 22 - 25 7/22—Alg./DA 7/23—English 7/24—Biology 7/25—Make-up for all contents	July 29 – August 1 7/29-Biology 7/30-Alg./DA 7/31-English 8/01-Make-up for all contents
HSA & Mod-HSA Summer Administration - Online First Testing Week	July 23 -- 27	July 22 -- 26	July 29 -- August 1
HSA & Mod-HSA Summer Administration - Paper Second Testing Week Note: Second Summer HSA and Mod-HSA (Paper) testing week have one make-up day used for all contents	July 30 – August 2 7/30—English 7/31—Biology 8/01—Alg/DA 8/02—Make-up for all contents	July 29 -- August 1 7/29—Alg./DA 7/30—English 7/31—Biology 8/01—Make-up for all contents	August 4 -- 7 8/04-Biology 8/05-Alg./DA 8/06-English 8/07-Make-u for all contents
HSA & Mod-HSA Summer Administration - Online Second Testing Week	July 30 – August 3	July 29 -- August 2	August 4 -- 8

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