



Annual District Calendar Development Protocol

(Updated 092724)

Time	Action	Point Person	Follow up Actions
December	1. Evaluate DFUT Bargaining Agreement for non-instructional hours and update summary document	1. Superintendent	1. Post summary document in Central Office shared folder
January	1. Review Draft BOCES calendar and begin design of DF calendar 2. Review instructional hours for current school year and document emergency closure days used on model calendar calculator	1. Superintendent Assistant to Superintendent 2. Asst Superintendent FFO CIO	1. Update board of education on status and any anticipated changes to prior year calendar (e.g., religious holidays) 2. Update building principals on status of hours
February	1. Calculate instructional hours using NYSED Model Calendar calculator 2. Complete design of calendar 3. Review draft calendar with administrative council 4. Review draft calendar with DFUT 5. Prepare recommendation for board of education	1. Superintendent Asst Superintendent CIE CIO 2. Assistant to Superintendent 3. Superintendent 4. Superintendent 5. Superintendent Assistant to Superintendent	1. Asst Superintendent FFO to verify instructional hours

March	1. Recommend draft calendar to board of education	1. Superintendent Assistant to Superintendent Assistant to Superintendent PR service	1. Share adopted calendar with staff and community
May	1. Complete final review of instructional hours for <i>current</i> school year	1. Superintendent Asst Superintendent FFO CIO	
September	1. Report instructional hours to NYSED	1. Asst Superintendent FFO CIO	

2025-26

1. August 27-28 Opening Day (SCD 1,2)
2. Sept 2 First Day for students
3. Sept 17 Short Weds
4. Sept 23-24 Rosh Hashanah
= **19/21**
5. Oct 2 Yom Kippur
6. Oct 13 Columbus/Indigenous People Day
7. Oct 17 Half Day – Building developed agendas
8. Oct 21 Diwali
9. Oct 29 Short Weds
= **21**
10. Nov 4 Election Day – Staff only (SCD 3)
11. Nov 11 Vets Day (Consider Monday, Nov 10 off for long weekend)
12. Nov 26 Short Weds
13. Nov 27-28 Thanksgiving holiday
= **18**
14. Dec 17 Short Weds
15. December 22-Jan 2 (2 week) Winter Holiday break
= **15/16**
16. Jan 5 Students return
17. January 14 Short Weds
18. Jan 19 MLK
= **21**
19. Feb 11 Short Weds
20. Feb 16-20 Winter Recess
21. Feb 23 students return
(Eid on weekend of March 29-30)
= **15**
22. March 13 Half Day – Building developed agendas
23. Mar 18 Short Weds
= **22**
24. Apr 3 Good Friday
25. Apr 6 – 10 Easter recess
26. Apr 22 Short Weds
= **16**
27. May 13 Short Weds
28. May 25 Memorial Day

= 20

29. June 10 Short Weds

30. June 19 Juneteenth

31. June 26 (?) Rating Day

= 18

TOTAL = 183/186 (+1)