



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4015

PAGE: 1 OF 4

CATEGORY: **Instruction, School Year**

EFFECTIVE: **12-3-75**

SUBJECT: **District Master Calendar**

REVISED: **4-29-04**

A. PURPOSE AND SCOPE

1. To provide guidelines for development of the district master calendar and to assign responsibility for coordination.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy I-4200, I-5200; Education Code Sections 37200-37222, 45203; Government Code Section 6700.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Instructional Support.
2. **Definitions**
 - a. **District master calendar:** Official calendar adopted by the Board of Education that serves as the basic calendar from which other special purpose calendars are developed.
 - b. **Attendance calendar:** Calendar derived from master calendar and used for attendance accounting purposes by schools and departments.
 - c. **Special calendars:** Calendars derived from master calendar for year-round schools, child development centers, outdoor education program, summer session, Food Services Department, and other atypical programs; also, single sheet and wall calendars for general districtwide use.
3. **Responsibility for Development and Issuance**
 - a. **Master calendar:** Office of Instructional Support coordinates development.
 - b. **Attendance calendar:** Accounting Department, upon advice from the Office of Instructional Support.
 - c. **Single sheet calendars for district wide use:** Communications and Community Relations Executive Director.

4. Criteria for Development of Master Calendar

- a. **Minimum instructional days:** 180
- b. **Opening of school** (first instructional day): Established to minimize confusion with opening dates for other school districts in the county.
- c. **Mandated school holidays** (Education Code Section 37220; Government Code Section 6700)

July 4

First Monday in September, "Labor Day"

November 11, "Veterans' Day"

Thursday in November designated by the President as Thanksgiving Day

December 25

January 1

Third Monday in January, "Martin Luther King, Jr. Day"

February 12, "Lincoln Day"*

Third Monday in February, "Washington Day"*

Last Monday in May, "Memorial Day"*

*Prior to July 1 of any school year, the Board of Education may designate other days as holidays in commemoration of these events provided such designated days provide for at least a three-day weekend (Education Code Section 45203).

- d. **Holidays declared by President.** Schools shall close on every day declared by the President as public fast, thanksgiving, or holiday unless it is designated as a special or limited holiday.
- e. **Holidays declared by Governor.** The Governor may declare any other day for public fast, Thanksgiving, or holiday, and may or may not require that schools be closed. If the Governor does not specifically direct that schools be closed on special or limited holidays, schools shall continue in session.
- f. **State mandated holiday versus federal mandated holiday.** If any holiday on which schools are required to close under state mandate occurs under federal law on a different date, the Board of Education may close schools on the date recognized by federal law and maintain classes on holiday declared by the state.

- g. **Holidays declared by the Board of Education.** The Board of Education may declare a holiday(s) in public schools under its jurisdiction when good reason exists.
- h. **Mandated holidays falling on weekends**
- (1) When any holidays on which schools would be closed fall on Sunday, schools shall close on Monday following.
 - (2) When any holidays on which schools would be closed fall on Saturday, schools shall close on preceding Friday, and such Friday shall be declared a state holiday.
- i. **Exception: Schools shall continue in session** on all legal holidays *other than* those designated by or pursuant to the above and shall hold proper exercises commemorating the day.
- j. **Payment for holidays** (Education Code Section 45203)
- (1) A regular classified employee in a paid status on a holiday and during any portion of the workday immediately preceding or succeeding the holiday shall be paid for that holiday.
 - (2) During December school recess period. Regular classified employees not assigned to duty during December school recess period shall be paid for holidays occurring during that period provided the employees were in a paid status on a holiday and during any portion of the workday of their normal assignment immediately preceding or succeeding the recess period.
 - (3) Employees hired the day following a holiday or who resign or retire the day prior to a holiday are not in "paid status" on the holiday and, therefore, will not be paid for that holiday. The same is true for employees hired the day after December recess period, or who resign or retire on the day preceding recess.
 - (4) An employee on personal business (unpaid) leave on both the day before and the day after a holiday is not in "paid status" and, therefore, will not be paid for that holiday.

SUBJECT: **District Master Calendar**

NO: **4015**

PAGE: **4 OF 4**

EFFECTIVE: **12-3-75**

REVISED: **4-29-04**

D. IMPLEMENTATION

1. Chief Academic Officer:

- a. **Prepares first draft** of master calendar for review by Master Calendar Committee.
- b. **Submits proposed master calendar** to the Executive Committee for review and approval.
- c. **Submits proposed master calendar** to exclusive representatives of all bargaining units for their concurrence.
- d. **Places proposed master calendar** on agenda for adoption by the Board of Education.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Leslie Fausset
For the Superintendent of Public Education