

MAINE STATE LEGISLATURE

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**GUIDANCE ON SCHOOLS' COMPLETION OF REGIONAL SCHOOL
CALENDARS UNDER PUBLIC LAW, CHAPTER 686, SECTION 2.20-A,
SUBSECTION 2-A, "REGIONAL SCHOOL CALENDARS; PLAN; RULES.**

Applicability: School administrative units, Private schools approved for tuition purposes, Career and Technical Education Centers, Career and Technical Education Regions.

Implementation: Calendars must be submitted by email, **using provided template** by April 14, 2015 to regionalcalendar.doe@maine.gov.

Regional school calendar: Single calendar in effect for each Career and Technical Education (CTE) center and all affiliated school administrative units, as well as for each CTE Region and its school administrative units. For each such calendar, no more than 5 instructional days may be included on which all of the individual school/unit calendars are not aligned.

Instructional Day: "School day in which both students and teachers are present, either in a school or in another setting." (Chapter 125, Section 2, Subsection 12). At least 175 of the 180 days schools are maintained each year shall be used for instruction (Title 20-A, Chapter 209) --- remainder may be used for in-service education of teachers, administrative meetings, parent-teacher conferences, records' days, and similar activities.

Access to Career and Technical Education Programs: must be provided for entire instructional time required for those programs by department rules --- currently set at 350 hours per year under Chapter 232 "Standard Criteria for Maine Secondary Vocational Programs."

Local Approval of Regional School Calendar: To be made by local school administrative units. Each administrative school unit Superintendent and each CTE Center or Region Director must sign off to approve Regional School Calendar.

Waiver for requirement of not more than 5 dissimilar days in Regional School Calendar: May be submitted to Commissioner of Education for approval with requirement that plan must be presented that ensures all students in CTE programs will be provided with access to full required annual instructional time (Maine Rule Chapter 232). Note: Among reasons considered for a waiver would be that of participation in agricultural harvesting by schools in Aroostook County. **Differing teacher in-service days would not normally be considered a qualifying rationale for a waiver.**

Required annual instruction time: Maine Rule, Chapter 232. Requirements vary slightly by program but all require a minimum of 350 hours unless originally approved at less. *"...shall provide for a minimum of 350 hours of instruction per school year. Programs or career objectives for less than 350 hours per school year may be approved upon application and justification to the Bureau of Adult and Secondary Vocational Education. Actual hours of instruction for each student will be determined by the individual's ability to meet basic core competencies as identified in the approved*

competency-based curriculum. All third party time and task requirements will be adhered to as per their statute and regulations."

Submission of Regional School Calendars: Both Regional School Calendar and Individual Calendars for each School administrative unit must be submitted by the Director of the local CTE Center/Region to the Maine Commissioner of Education by April 14, 2015 for a decision on approval by June 1, 2015.

Submission of Waivers to exceed 5 dissimilar instructional days on Regional School Calendar: Must be completed using form provided by the Maine Department of Education, signed by all Superintendents for associated School administrative units, and, in case of CTE regions, Board Chairs, and submitted by the Director of the local CTE Center/Region to the Maine Commissioner of Education. Waivers must explain reason for request and must present plan by which required CTE program instructional time will be met for all affected students. Waiver form, which must be submitted by April 14, 2015, may be found at: www.maine.gov/doe/regionalcalendar.

Aroostook County school administrative units participating in agricultural harvesting in 2014-2015 and---unless otherwise noted---anticipating same for 2015-2016 (number of weeks in parentheses):

Easton Junior-Senior High School (3 ½); Madawaska Middle/High School (2); Fort Kent Community High School-MSAD 27 (2); Saint John Valley Technology Center-RSU 33-MSAD 33 (2); Wisdom Middle-High School-RSU 33-MSAD 33 (2); Caribou High School-RSU 39 (2 – 2 ½); Caribou Regional Technology Center-RSU 39 (2 – 2 ½); Limestone Community School-RSU 39 (2 [2014-2015 not clear]); Central Aroostook Jr-Sr High School-RSU 42 (3); Washburn District High School-RSU 45 (3 [may do only 2 weeks in 2014-2015]); Presque Isle High School-RSU 79-MSAD 01 (3); Presque Isle Regional Career & Technical Center-RSU 79-MSAD 01 (3); Fort Fairfield Middle-High School-RSU 86-MSAD 20 (1); Van Buren District Secondary School-RSU 88-MSAD 24 (2); Van Buren Regional Technology Center-RSU 88-MSAD 24 (2).

Aroostook County school administrative units NOT participating in agricultural harvesting in 2014-2015 and anticipating same for 2015-2016:

Ashland District School-RSU 32-MSAD 32; Houlton High School-RSU 29-MSAD 29; Maine School of Science & Mathematics-Limestone; Katahdin Middle-High School-RSU 50; Hodgdon High School-RSU 70-MSAD 70;

Questions?

Please contact Doug Robertson, doug.robertson@maine.gov, (207) 624-6744, or Margaret Harvey, margaret.harvey@maine.gov, (207) 624-6739, at the Maine Department of Education.



Maine Department of Education

Calendar Template (full day)

CTE Catchment Area (Chap 313):

School Year: 2015/2016

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Monday, 08/10/2015										
Tuesday, 08/11/2015										
Wednesday, 08/12/2015										
Thursday, 08/13/2015										
Friday, 08/14/2015										
Monday, 08/17/2015										
Tuesday, 08/18/2015										
Wednesday, 08/19/2015										
Thursday, 08/20/2015										
Friday, 08/21/2015										
Monday, 08/24/2015										
Tuesday, 08/25/2015										
Wednesday, 08/26/2015										
Thursday, 08/27/2015										
Friday, 08/28/2015										
Monday, 08/31/2015										
Tuesday, 09/01/2015										
Wednesday, 09/02/2015										
Thursday, 09/03/2015										
Friday, 09/04/2015										
Monday, 09/07/2015	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 09/08/2015										
Wednesday, 09/09/2015										
Thursday, 09/10/2015										
Friday, 09/11/2015										
Monday, 09/14/2015										
Tuesday, 09/15/2015										
Wednesday, 09/16/2015										
Thursday, 09/17/2015										
Friday, 09/18/2015										

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Monday, 09/21/2015										
Tuesday, 09/22/2015										
Wednesday, 09/23/2015										
Thursday, 09/24/2015										
Friday, 09/25/2015										
Monday, 09/28/2015										
Tuesday, 09/29/2015										
Wednesday, 09/30/2015										
Thursday, 10/01/2015										
Friday, 10/02/2015										
Monday, 10/05/2015										
Tuesday, 10/06/2015										
Wednesday, 10/07/2015										
Thursday, 10/08/2015										
Friday, 10/09/2015										
Monday, 10/12/2015	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 10/13/2015										
Wednesday, 10/14/2015										
Thursday, 10/15/2015										
Friday, 10/16/2015										
Monday, 10/19/2015										
Tuesday, 10/20/2015										
Wednesday, 10/21/2015										
Thursday, 10/22/2015										
Friday, 10/23/2015										
Monday, 10/26/2015										
Tuesday, 10/27/2015										
Wednesday, 10/28/2015										
Thursday, 10/29/2015										
Friday, 10/30/2015										
Monday, 11/02/2015										
Tuesday, 11/03/2015										
Wednesday, 11/04/2015										
Thursday, 11/05/2015										
Friday, 11/06/2015										
Monday, 11/09/2015										
Tuesday, 11/10/2015										
Wednesday, 11/11/2015	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Thursday, 11/12/2015										
Friday, 11/13/2015										
Monday, 11/16/2015										
Tuesday, 11/17/2015										
Wednesday, 11/18/2015										
Thursday, 11/19/2015										
Friday, 11/20/2015										
Monday, 11/23/2015										

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Tuesday, 11/24/2015										
Wednesday, 11/25/2015										
Thursday, 11/26/2015	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Friday, 11/27/2015	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Monday, 11/30/2015										
Tuesday, 12/01/2015										
Wednesday, 12/02/2015										
Thursday, 12/03/2015										
Friday, 12/04/2015										
Monday, 12/07/2015										
Tuesday, 12/08/2015										
Wednesday, 12/09/2015										
Thursday, 12/10/2015										
Friday, 12/11/2015										
Monday, 12/14/2015										
Tuesday, 12/15/2015										
Wednesday, 12/16/2015										
Thursday, 12/17/2015										
Friday, 12/18/2015										
Monday, 12/21/2015										
Tuesday, 12/22/2015										
Wednesday, 12/23/2015										
Thursday, 12/24/2015										
Friday, 12/25/2015	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Monday, 12/28/2015	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Tuesday, 12/29/2015	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Wednesday, 12/30/2015	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Thursday, 12/31/2015	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Friday, 01/01/2016	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Monday, 01/04/2016										
Tuesday, 01/05/2016										
Wednesday, 01/06/2016										
Thursday, 01/07/2016										
Friday, 01/08/2016										
Monday, 01/11/2016										
Tuesday, 01/12/2016										
Wednesday, 01/13/2016										
Thursday, 01/14/2016										
Friday, 01/15/2016										
Monday, 01/18/2016	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 01/19/2016										
Wednesday, 01/20/2016										
Thursday, 01/21/2016										
Friday, 01/22/2016										
Monday, 01/25/2016										
Tuesday, 01/26/2016										

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Wednesday, 01/27/2016										
Thursday, 01/28/2016										
Friday, 01/29/2016										
Monday, 02/01/2016										
Tuesday, 02/02/2016										
Wednesday, 02/03/2016										
Thursday, 02/04/2016										
Friday, 02/05/2016										
Monday, 02/08/2016										
Tuesday, 02/09/2016										
Wednesday, 02/10/2016										
Thursday, 02/11/2016										
Friday, 02/12/2016										
Monday, 02/15/2016	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 02/16/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Wednesday, 02/17/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Thursday, 02/18/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Friday, 02/19/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Monday, 02/22/2016										
Tuesday, 02/23/2016										
Wednesday, 02/24/2016										
Thursday, 02/25/2016										
Friday, 02/26/2016										
Monday, 02/29/2016										
Tuesday, 03/01/2016										
Wednesday, 03/02/2016										
Thursday, 03/03/2016										
Friday, 03/04/2016										
Monday, 03/07/2016										
Tuesday, 03/08/2016										
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Friday, 03/11/2016										
Monday, 03/14/2016										
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Wednesday, 03/16/2016										
Thursday, 03/17/2016										
Friday, 03/18/2016										
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Wednesday, 03/23/2016										
Thursday, 03/24/2016										
Friday, 03/25/2016										
Monday, 03/28/2016										
Tuesday, 03/29/2016										
Wednesday, 03/30/2016										

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Thursday, 03/31/2016										
Friday, 04/01/2016										
Monday, 04/04/2016										
Tuesday, 04/05/2016										
Wednesday, 04/06/2016										
Thursday, 04/07/2016										
Friday, 04/08/2016										
Monday, 04/11/2016										
Tuesday, 04/12/2016										
Wednesday, 04/13/2016										
Thursday, 04/14/2016										
Friday, 04/15/2016										
Monday, 04/18/2016	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 04/19/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Wednesday, 04/20/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Thursday, 04/21/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Friday, 04/22/2016	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
Monday, 04/25/2016										
Tuesday, 04/26/2016										
Wednesday, 04/27/2016										
Thursday, 04/28/2016										
Friday, 04/29/2016										
Monday, 05/02/2016										
Tuesday, 05/03/2016										
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Monday, 05/23/2016										
Tuesday, 05/24/2016										
Wednesday, 05/25/2016										
Thursday, 05/26/2016										
Friday, 05/27/2016										
Monday, 05/30/2016	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
Tuesday, 05/31/2016										
Wednesday, 06/01/2016										
Thursday, 06/02/2016										

Date	CTE School	S2	S3	S4	S5	S6	S7	S8	S9	S10
Friday, 06/03/2016										
Monday, 06/06/2016										
Tuesday, 06/07/2016										
Wednesday, 06/08/2016										
Thursday, 06/09/2016										
Friday, 06/10/2016										
Monday, 06/13/2016										
Tuesday, 06/14/2016										
Wednesday, 06/15/2016										
Thursday, 06/16/2016										
Friday, 06/17/2016										
Monday, 06/20/2016										
Tuesday, 06/21/2016										
Wednesday, 06/22/2016										
Total count of days	228	228	228	228	228	228	228	228	228	228
count In-Service Days	0	0	0	0	0	0	0	0	0	0
count Vacation Days	13	13	13	13	13	13	13	13	13	13
count Holidays	10	10	10	10	10	10	10	10	10	10
count Out of Session Days	0	0	0	0	0	0	0	0	0	0
count Storm Days	0	0	0	0	0	0	0	0	0	0
Net Days	205	205	205	205	205	205	205	205	205	205
count Instructional Day 1*	0	0	0	0	0	0	0	0	0	0
count Late Start	0	0	0	0	0	0	0	0	0	0
count Early Release	0	0	0	0	0	0	0	0	0	0
Dissimilar Days										

Regional School Calendar Template instructions

Please read through all instructions before starting to complete the template as these instructions have changed from last year.

One Excel workbook file called “201516 template” has been developed for your use in pulling together regional school calendar information. The templates are located on tabs called “half day” and “full day”. Please do not change anything on the “drop down” worksheet.

1. Choose one format to use for **all** schools in your region, either full days of CTE instruction (one session per day) or half days of CTE instruction (one session in the a.m./before lunch and one in the p.m./after lunch). **Do not submit both a full day and a half day regional calendar.**
2. In the cell next to "CTE Catchment Area", choose the CTE center/region name from the drop-down list.
3. The School Year has already been entered as 2015-16.
4. In the cell marked “CTE School”, choose the name of the CTE center/region from the drop down list. In the cells marked "S2", "S3", etc. type the name of one of the sending schools included in this Regional School Calendar. Continue this process until all schools are listed. If additional space is required, use additional templates.
5. After collaborating with all Regional School Calendar members, fill in the columns under each school as to the activity per day. Dates are listed on the left of the template. If you use the exact terms specified in **bold** below, the "count" function in the Excel spreadsheet will calculate the different types of activities automatically; otherwise, you will need to count the activities manually. If you choose to use other terminology, please align your terms with the definitions below and *include them with your calendar submission*.
6. Feel free to change **Holiday** and **Vacation** days if they do not conform to your school calendars.
7. When saving the file, give it a new name using this format: Location1516size; example, Lewiston1516fullday.
8. Be sure to include all individual school calendars when you submit the Excel template file.

Definitions/Explanation of terms

Possible Activities for each day:

Instructional Day - Day in which both students and teachers are present, either in school or in another setting.

ID1 – If your school is on a full day calendar, this is the only instructional day designation you will use.

ID2 – If your school is on a half-day calendar, please use ID1 to identify the a.m. (before lunch) session and ID2 to identify the p.m. (after lunch) session.

Late Start or Early Release – Days when classes are held for most of the day AND students arrive at school later than usual or are released earlier than usual.

Holiday - Days observed as holidays when classes are not in session.

In-Service - Days when classes are not held. Schools refer to “In-Service” in numerous ways such as Professional Development Day, Teacher Workshop Day, In-Service Day, Workshop Day, etc.

Out of Session - Days when school has not started in the fall or has already ended in the spring.

Storm - Days built into the schedule for school cancellations.

Vacation - Days when classes are not in session during the school year.

Other Terms:

Total count of days - The total number of days listed in the left-hand “Date” column. This number is provided.

All “count” days - Please use the exact designations listed above in **bold**, so these will calculate automatically.

Net Days - Total number of days minus in-service, vacation, holidays, out of session, and storm days. Excel will calculate this automatically. This number must always be at least 175.

Dissimilar Days (No CTE) - Days when at least one school is not able to send students to the host CTE school. You will need to count these by hand and place the number for each individual school in these spaces.



Maine Department of Education Regional School Calendar Waiver Form

Request Page(s)

Waiver Request to Permit more than 5 dissimilar school days in Regional School Calendar

(Please note that differing teacher in-service days do not normally constitute adequate grounds for a waiver and that provision of supplemental transportation to CTE students on dissimilar days does not preclude the need to have no more than 5 dissimilar days.)

Calendar (check one box):

Agricultural Harvesting in Aroostook County

Other*

* If "Other," please explain below:

Whether reason is Agricultural Harvesting or Other, please give below the dates for ALL requested dissimilar school days (**including 5 allowable days**), identifying for each which school administrative units would not be conducting regular school day for students:

Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)
Dissimilar Date(s)	School Administrative Unit(s) not conducting regular school day(s)

_____ Total number of Dissimilar days

Regardless of reason for waiver request (Agriculture/Other), please note how access to Career & Technical Education will be maintained, despite any dissimilar days, such that access to full 350 hours CTE class time will be provided to all CTE-enrolled students:

Regardless of reason for waiver request (Agriculture/Other), please indicate your plan, agreed on by all participating school districts, for how you will be further decreasing the number of dissimilar school days in 2016-2017, continuing to ensure access to all CTE-enrolled students of the full 350 hours required CTE class time:

If additional Dissimilar Date spaces are required, please create multiple Request Page(s)



Maine Department of Education

Regional School Calendar Waiver Form

Signature Page(s)

Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit
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Signature	Name	Title	Date	School Administrative Unit
Signature	Name	Title	Date	School Administrative Unit

If additional Signature spaces are required, please create multiple Signature Page(s)