



February 24, 2023

TO: Superintendents and Presidents
Business Administrators
Los Angeles County School and Community College Districts

FROM: Debra Duardo, M.S.W., Ed.D.
Superintendent

SUBJECT: Suggested School Calendars

Enclosed are three alternative traditional school calendars (Attachment A) for the next three years. The calendars were developed to provide you with flexibility in scheduling school activities. In accordance with State law, all calendars are based on the "school month," which begins on a Monday, ends on a Friday, consists of 20 days, runs four consecutive weeks, and includes holidays.

A summary of the three alternative traditional calendars is as follows:

SCHOOL YEAR	OPENING DATE	CLOSING DATE	DAYS TAUGHT	ATTACHMENT REFERENCE
2023-24				
Option 1	August 14	May 24	180	A1
Option 2	August 21	May 31	180	A2
Option 3	August 28	June 7	180	A3
2024-25				
Option 1	August 19	May 30	180	A4
Option 2	August 26	June 6	180	A5
Option 3	September 2	June 13	180	A6
2025-26				
Option 1	August 18	May 29	180	A7
Option 2	August 25	June 5	180	A8
Option 3	September 1	June 12	180	A9

District staff should refer to Education Code (EC) Section 37220(e) for public school holidays including the procedure to be used by a district governing board to change the days of holiday observance to alternate days in the school year.

Other applicable Education Codes addressing school calendars (EC Sections 37200-37223) are available on the State Legislature's website at:

<http://leginfo.legislature.ca.gov/>

Required Days of Instruction

EC 46208 requires school districts to offer 180 days of instruction per school year or they will incur a penalty, even if they meet the required annual instructional minutes. Multitrack year-round schools may offer as few as 163 days of instruction per school year, providing the required annual instructional minutes are met. The link below provides instructional time requirements for all local educational agencies.

<https://www.cde.ca.gov/fg/aa/pa/instructionaltimetable.asp>

Maximizing Student Attendance Tips

Districts may maximize average daily attendance (ADA) by strategically determining the P-2 cut-off date in their calendars, and by considering placement of opening dates and holidays. Please see Attachment B for additional information about maximizing student attendance.

This bulletin and its attachments are posted on the Los Angeles County Office of Education website at:

<https://www.lacoe.edu/Bulletins>

Use the "Search" box in the Bulletins section to locate a specific bulletin by number or keyword.

Questions regarding this bulletin should be directed to Janelle de Leon, Manager, Business Advisory Services, at (562) 940-1645, or by e-mail at deLeon_Janelle@lacoe.edu.

APPROVED:

Karen Kimmel, Chief Financial Officer
Business Services

DD/JD:vb
Attachments

A-1-2022-23



SUGGESTED SCHOOL CALENDAR 2023-2024

	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					Days Taught	Legal Holiday	Local Holiday
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri			
First School Month AUG. 14 - SEPT. 8	AUG 14 15 16 17 18					21 22 23 24 25					SEPT 28 29 30 31 1					4 5 6 7 8					17	1	2
Second School Month SEPT. 11 - OCT. 6	11 12 13 14 15					18 19 20 21 22					25 26 27 28 29					OCT 2 3 4 5 6					20	-	-
Third School Month OCT. 9 - NOV. 3	9 10 11 12 13					16 17 18 19 20					23 24 25 26 27					NOV 30 31 1 2 3					20	-	-
Fourth School Month NOV. 6 - DEC. 1	6 7 8 9 10					13 14 15 16 17					20 21 22 23 24					DEC 27 28 29 30 1					17	2	1
Fifth School Month DEC. 4 - DEC. 29	4 5 6 7 8					11 12 13 14 15					18 19 20 21 22					25 26 27 28 29					10	1	9
Sixth School Month JAN. 1 - JAN. 26	JAN 1 2 3 4 5					8 9 10 11 12					15 16 17 18 19					22 23 24 25 26					18	2	-
Seventh School Month JAN. 29 - FEB. 23	29 30 31 1 2					5 6 7 8 9					12 13 14 15 16					19 20 21 22 23					18	2	-
Eighth School Month FEB. 26 - MAR. 22	26 27 28 29 1					4 5 6 7 8					11 12 13 14 15					18 19 20 21 22					20	-	-
Ninth School Month MAR. 25 - APR. 19	25 26 27 28 29					APR 1 2 3 4 5					8 9 10 11 12					15 16 17 18 19					15	-	5
Tenth School Month APR. 22 - MAY 17	22 23 24 25 26					29 30 1 2 3					6 7 8 9 10					13 14 15 16 17					20	-	-
Eleventh School Month MAY 20 - MAY 24	20 21 22 23 24																				5	-	-
TOTALS																180	8	17					

LEGAL HOLIDAY PER EDUCATION CODE SECTION 37220

HOLIDAY	Date in 2023-2024	Day of Week 2023-2024	Day or Date Each Year
Independence Day	July 4	Tuesday	July 4
Labor Day	Sept. 4	Monday	1st Mon. in Sept.
Veterans Day	Nov. 10	(c) Friday	Nov. 11
Thanksgiving Day	Nov. 23	Thursday	4th Thurs. in Nov.
Christmas Day	Dec. 25	Monday	Dec. 25
New Year's Day	Jan. 1	Monday	Jan. 1
Martin L. King Jr. Day	Jan. 15	Monday	3rd Mon. in Jan.
Lincoln Day	Feb. 12	Monday	Feb. 12
Washington Day	Feb. 19	Monday	3rd Mon. in Feb.
Memorial Day	May 27	Monday	Last Mon. in May

- (b) Whenever any of the approved holidays fall on a Sunday, the following Monday shall be deemed to be the holiday.
- (c) Whenever any of the approved holidays fall on a Saturday, the preceding Friday shall be deemed to be the holiday.
- (d) Except for Veterans Day, the governing board of a school district, by adoption of a resolution, may revise the date upon which the schools of the district close in observance of any of the holidays identified in subdivision (a).

LOCAL HOLIDAY PER EDUCATION CODE 37220.(13)

- Nov. 24, 2023 Thanksgiving Holiday
- Dec. 18, 2023–Dec. 29, 2023 Winter Vacation
- Apr. 1, 2024 Cesar Chavez Day. The appropriate Monday or Friday following or preceding March 31.
- Apr. 1, 2024–Apr. 5, 2024 Spring Vacation

- (a)* Except as otherwise provided, the public schools shall close on the following holidays:
- (1) January 1.
 - (2) The third Monday in January known as "Dr. Martin Luther King, Jr. Day." On the Friday preceding the day the schools are closed, schools shall include exercises commemorating and directing attention to the history of the civil rights movement in the United States and particularly the role therein of Dr. Martin Luther King, Jr.
 - (3) The Monday or Friday of the week in which February 12 occurs, known as "Lincoln Day." On the day that school is in session prior to the day on which schools are closed for that purpose, all public schools and educational institutions throughout the state shall hold exercises in memory of Abraham Lincoln.
 - (4) The third Monday in February known as "Washington Day." On the Friday preceding, all public schools and educational institutions throughout the state shall hold exercises in memory of George Washington.
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 - (6) July 4th.
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 - (10) December 25.



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Table with columns for School Month, Week (First, Second, Third, Fourth), Days Taught, Legal Holiday, and Local Holiday. Rows include months from August to May with specific dates and totals.

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Second School Month SEPT. 16 - OCT. 11	16 17 18 19 20					23 24 25 26 27					30 1 2 3 4					OCT 7 8 9 10 11					20	-	-
Third School Month OCT. 14 - NOV. 8	14 15 16 17 18					21 22 23 24 25					28 29 30 31 1					NOV 4 5 6 7 8					20	-	-
Fourth School Month NOV. 11 - DEC. 6	11 12 13 14 15					18 19 20 21 22					25 26 27 28 29					DEC 2 3 4 5 6					17	2	1
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Eighth School Month MAR. 3 - MAR. 28	MAR 3 4 5 6 7					10 11 12 13 14					17 18 19 20 21					24 25 26 27 28					20	-	-
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Tenth School Month APR. 28 - MAY 23	28 29 30 MAY 1 2					5 6 7 8 9					12 13 14 15 16					19 20 21 22 23					20	-	-
Eleventh School Month MAY 26 - MAY 30	26 27 28 29 30																				4	1	-
TOTALS															180	9	16						

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New Year's Day	Jan. 1	Wednesday	Jan. 1
Martin L. King Jr. Day	Jan. 20	Monday	3rd Mon. in Jan.
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Second School Month SEPT. 29 - OCT. 24																										20	-	-
Third School Month OCT. 27 - NOV. 21																										19	1	-
Fourth School Month NOV. 24 - DEC. 19																										18	1	1
Fifth School Month DEC. 22 - JAN. 16																										10	2	8
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Ninth School Month APR. 13 - MAY 8																										15	-	5
Tenth School Month MAY 11 - JUNE 5																										19	1	-
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**LOS ANGELES COUNTY OFFICE OF EDUCATION
BUSINESS ADVISORY SERVICES**

TIPS FOR MAXIMIZING STUDENT ATTENDANCE

While strategic decisions regarding the development of school calendars must address the issues of holidays, staff development days, collective bargaining, and compatibility with neighboring districts, this attachment will address issues which may maximize the number of average daily attendance (ADA) reported.

Placement of Second Period Reporting (P-2)

The bulk of General Fund revenue is determined by the ADA reported during the adjusted Second Period (P-2). The easiest way to maximize ADA is to carefully review where P-2 falls in your district's calendar. A school month is 20 days or four weeks of five days each, including legal holidays, but excluding weekend makeup classes. In order to determine the best school months in which to report attendance at either First Period (P-1) or P-2, the winter break or any portion thereof may be excluded from the definition of a school month. P-2 ADA is defined as the period between July 1 and April 15, inclusive. ADA is to be reported for all **full** school months during this period.

Having a start date in the second week of September would only be recommended if a district also elects to exclude the winter break from the calculation. With this recommendation, districts might not have the 135 school days needed prior to P-2 reporting. A district may prefer a September 10 start date if the district (usually a high school district) generally experiences a decline during second semester attendance.

The placement of spring break becomes critical, with either the week before or the week after Easter being generally accepted. A district may also use different calendars for different schools. The characteristics of your community and school sites are the best criteria on which to base your calendar.

Holidays

When holidays fall midweek, it is to the district's advantage to move the holiday from the regular observance to a Monday or a Friday (**except for Veterans Day, which cannot be moved**). Midweek holidays tend to become incorporated into family vacation plans, even though the day before or the day after the holiday may be a regular school day. Holidays which fall on or before the P-2 filing date may not facilitate the timely filing of the report.

Religious holidays should be considered when constructing school calendars if ADA is low on certain holidays. Year-round programs should avoid low attendance day(s) near the Fourth of July.

Start Date

If school sites have had a problem with student attendance prior to Labor Day, start the school year after Labor Day. Due to family vacations, districts may prefer to start the school year a day or two after Labor Day so that children arrive at school rested and refreshed.

Attachment B to:

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