

**2015-16
Staff Calendar
Pinellas County Schools**

July 1, 2015	First contract day for 11.5-month (235 days) and 12-month (247 days) personnel.
August 3	11-month (218 days) administrators and 11-month (218 days) support personnel report for duty.
August 3 - August 13	Schools closed for 11.5-month (235 days) personnel and postsecondary students (pTEC's).
August 6	Four-day work week ends.
August 10	10.5-month (206 days) administrators report for duty.
August 13	10-month (198 days) instructional personnel report for duty.
August 13 - August 21	Teacher Work Days/Professional Development Days for 10-month (198 days) instructional personnel.
August 14 - August 21	Teacher Work Days/Professional Development Days for 11.5-month (235 days) personnel.
• August 13	Teacher Work Day/School-based Professional Development Day for 10-month (198 days) instructional personnel.
• August 14	Teacher Work Day/School-based Professional Development Day. Trade day option for 11.5-month (235 days) instructional personnel.
• August 17	District-wide Professional Development Day.
• August 18	Teacher Work Day/School-based Professional Development Day.
• August 19	Teacher Planning Day (no meetings or trainings at schools). Trade day option for 10-month (198 days) instructional personnel.
• August 20	Teacher Work Day/School-based Professional Development Day.
• August 21	Teacher Work Day/School-based Professional Development Day.
August 14	Bus drivers (192 days), 10-month (196 days) food service managers and 10-month (196 days) transportation dispatchers report for duty.
August 17	10-month (196 days) support report for duty.
August 20	Food service workers (192 days) report for duty.
August 24	All Pre-k and postsecondary schools' classes begin.
September 7	Labor Day – schools and district offices closed. Paid holiday for all personnel.
September 10	Countywide graduation.
October 19	School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Certificate of Distinction Ceremony. All food service workers, food service managers, dispatchers, 10-month support, 10.5-, 11- and 12-month personnel on duty. Holiday for bus drivers. (Designated hurricane make-up day.)
November 23 - 24	All 12- month personnel on duty. Holiday for bus drivers, food service workers, food service managers, dispatchers, 10-month support, 10-month (198 days) instructional, 10.5-month administrators, 11-month personnel and 11.5-month (235 days) instructional personnel. (November 23 is a designated hurricane make-up day.)
November 25-27	Thanksgiving holidays for all personnel.
November 26	Paid holiday for all personnel.
December 21 – Jan 1	Winter holidays for all personnel.
December 24 & 28	Paid holidays for all personnel.
January 4, 2016	Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Support Employee of the Year Ceremony. All food service workers, food service managers, dispatchers, 10-month support, 10.5-, 11- and 12-month personnel on duty. Holiday for bus drivers. Trade day option for 10-month (198 days) and 11.5-month (235 days) instructional personnel.
January 5	All Pre-k and postsecondary schools' classes resume.
January 18	Martin Luther King, Jr. Day holiday for all personnel.

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Staff Calendar
Pinellas County Schools**

February 15	District-wide Professional Development Day for 10-month (198 days) and 11.5-month (235 days) personnel. All 10-month support, 10.5-, 11-, and 12-month personnel on duty. Holiday for bus drivers, food service workers, food service managers and dispatchers.
March 14	School-based Professional Development/Teacher Planning Day for 10-month (198 days) and 11.5-month (235 days) instructional personnel. Support Services Catalog of Choice Day. All food service workers, food service managers, dispatchers, 10-month support, 10.5-, 11-, and 12-month personnel on duty. Holiday for bus drivers.
March 21 - 25	Spring holidays for all personnel.
March 24	Paid holiday for all personnel.
March 28	All schools and district offices reopen.
May 30	Memorial Day – schools and district offices closed. Paid holiday for all personnel.
June 7	Last day for students (with the exception of Adult students at the Postsecondary Centers). Last day for bus drivers.
June 8	Teacher Work Day/last day for 10-month (198 days) instructional personnel. Teacher Work Day for 11.5-month (235 days) instructional personnel. Last day for food service workers, food service managers, dispatchers and 10-month support personnel. Trade day option for 10-month (198 days) and 11.5-month (235 days) instructional personnel.
June 9	Teacher Work Day for 11.5-month (235 days) instructional personnel. Trade day option for 11.5-month (235 days) instructional personnel.
June 10	Holiday for 11.5-month (235 days) instructional and support personnel.
June 13	Four-day work week begins.
June 15	Last day for 10.5-month (206 days) administrators.
June 24	Last day for 11-month (218 days) personnel.
June 30	Last contract day for 11.5-month (235 days) and 12-month (247 days) personnel.

To: All School Principals
 FROM: Pamela T. Moore, Associate Superintendent, Teaching and Learning Services
 SUBJECT: Schedule for Report Periods and Distribution of Report Cards - 2015-2016

May 2015

In order to assure uniformity of dates for distribution of report cards for the school year 2015-2016, please distribute according to the schedule below. Alternative education students and exceptional education students will follow the schedule below for their grade levels.

ELEMENTARY (Grades K-5) STUDENTS

Mid Period Report (for those students needing a mid-term report- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in Portal	Report Cards Distributed
Friday September 18, 2015	Friday October 16, 2015	39	Friday - 4:00 p.m. October 23, 2015	Wednesday October 28, 2015
Notify Parents of Potential Retention by Friday, February 19, 2016				
Monday November 16, 2015	Tuesday January 5, 2016	40	Friday - 4:00 p.m. January 8, 2016	Wednesday January 13, 2016
Monday February 8, 2016	Friday March 11, 2016	46	Friday - 4:00 p.m. March 18, 2016	Wednesday March 30, 2016
Wednesday April 27, 2016	Tuesday June 7, 2016	55	Wednesday - 4:00 p.m. June 1, 2016	Tuesday June 7, 2016

Note: Mid-Term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had an N, U, D, or F on the previous report card. Some schools choose to send Mid-Term Progress Reports to all students. Midterm grades are not entered into Focus.

SECONDARY (GRADES 6-12) STUDENTS

Mid Period Report (for those students needing a mid-term report- see note below)	End of Report Period	# of Days	Final Grades and Comment Codes Due in FOCUS	Report Cards Distributed No Later Than:
Friday September 18, 2015	Friday October 16, 2015	39	Friday - 4:00 p.m. October 23, 2015	Wednesday October 28, 2015
Monday November 16, 2015	Tuesday January 5, 2016	40	Friday - 4:00 p.m. January 8, 2016	Wednesday January 13, 2016
Monday February 8, 2016	Friday March 11, 2016	46	Friday - 4:00 p.m. March 18, 2016	Wednesday March 30, 2016
Wednesday April 27, 2016	Tuesday June 7, 2016	55	Thursday - 4:00 p.m. June 9, 2016	Wednesday June 15, 2016

Note: Mid-Term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had an N, U, D, or F on the previous report card. Mid-Term Progress reports are distributed to high school and middle school student who have a current grade of D or F. Some schools choose to send Mid-Term Progress Reports to all students. Midterm grades are not entered into Focus.

SPECIAL OBSERVANCE DAYS

2015-2016 School Year

SCHOOL BOARD APPROVED LIST OF SPECIAL OBSERVANCE DAYS

Rosh Hashanah	Good Friday
Second Day of Rosh Hashanah	Eastern Orthodox Holy Friday
Yom Kippur	Eighth Day of Passover
Succos or Sukkot	Shavuot
Shemini Atzeret	Eid-al-Fitr
Passover	Eid-al-Adha

The following is a list of the days and dates of special Observance Days for the 2015-2016 school year. Please Note: Jewish observance days begin at sunset of the day before the holiday.

July 2015

Eid-al-Fitr Saturday, July 18, 2015

September 2015

Rosh Hashanah Monday & Tuesday, September 14 - 15, 2015(Observance begins at sunset on Sunday, September 13, 2015)

Yom Kippur Wednesday, September 23, 2015(Observance begins at sunset on Tuesday, September 22, 2015)

Eid-al-Adha Thursday, September 24, 2015

Sukkot Monday & Tuesday, September 28 - 29, 2015 (Observance begins at sunset on Sunday, September 27, 2015)

October 2015

Shemini Atzeret Monday & Tuesday, October 5 - 6, 2015 (Observance begins at sunset on Sunday, October 4, 2015)

March 2016

Good Friday Friday, March 25, 2016

April 2016

Passover (First 2 days) Saturday & Sunday, April 23 - 24, 2016 (Observance begins at sunset on Friday, April 22, 2016)

Eastern Orthodox Holy Friday Friday, April 29, 2016

Seventh & Eighth Day of Passover Friday & Saturday, April 29 - 30, 2016

June 2016

Shavuot Sunday & Monday, June 12 -13, 2016 (Observance begins at sunset on Saturday, June 11, 2016)

**HIGH SCHOOL FIRST AND SECOND SEMESTER
FINAL EXAMINATION SCHEDULE
2015-2016**

FIRST SEMESTER

- Tuesday, Dec. 15, 2015* One exam period of at least 90 minutes in length scheduled during the school day for a 7 period day or two exam periods scheduled during the school day for an 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.
- Wednesday, Dec. 16, 2015* Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period to accommodate the exams.
- Thursday, Dec. 17, 2015* Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period to accommodate the exams.
- Friday, Dec. 18, 2015* Two exam periods, each at least 90 minutes in length, will be scheduled. Class periods will be shortened, with the exception of the lunch period to accommodate the exams.

SECOND SEMESTER

(NOTE: Five day window is intended for flexibility for senior exams and Graduation Ceremonies)

- Wednesday, June 1, 2016* One or two exam periods of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.
- Thursday, June 2, 2016* One or two exam periods of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.
- Friday, June 3, 2016* One or two exam periods of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.
- Monday, June 6, 2016* One or two exam periods of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.
- Tuesday, June 7, 2016* One or two exam periods of at least 90 minutes in length scheduled during the school day for a 7 or 8 period day. Class periods will be shortened, with the exception of the lunch period to accommodate the exam.

EXAMINATION REQUIREMENTS:

An exam period is scheduled for at least 90 minutes in length. All teachers giving exams shall be expected to plan for review time prior to the exam day. Review must not be scheduled on a major religious holiday.

EARLY EXAMS

Early exams are available to assist students who must move out of the school district prior to the official exam dates. See policy 5420.03.

Early exams may not be given prior to:

FIRST SEMESTER - Conclusion of school day Thursday, December 3rd, 2015

SECOND SEMESTER - Conclusion of school day Thursday, May 19, 2016

STUDENT ATTENDANCE DURING EXAMS

1. Co-op Classes (BCE, DCT, DE) - Students will report to these classes for all periods assigned including their assigned job periods unless a completed work verification form is on file. One exam is required for the program with meaningful activities occurring during the remainder of the class periods.
2. Multiple Period Vocational Classes - Students enrolled in a course for several periods will report to class for all periods. One exam is required for the program with meaningful activities occurring during the remainder of the class periods.
3. Executive Internship - Students will report to their executive internship teacher during 5th period for their exams. Since this class is part of the Dual Enrollment Program, students may not exempt this exam. Students who have this course for 4th period will report to someone designated at your school for attendance purposes.
4. Attendance - All students are expected to be in attendance during the examination period.