E-111 P-CDOP

**ANNUAL CALENDAR / LENGTH OF SCHOOL DAYS**

Each school shall annually prepare a calendar for the school term specifying the opening and closing dates and providing a minimum term of 176 student attendance days of no less than five and one half hours of teacher directed instruction. Each school’s calendar is to comply with the **CALENDAR REQUIREMENTS OF SCHOOLS** issued by the Diocesan Office of Catholic Schools, and each school’s proposed calendar must be approved by the Superintendent of Schools before it is published and/or submitted to the Illinois State Board of Education as part of Registration and Recognition of Nonpublic Elementary and Secondary Schools.

Reviewed: 6/2020, 7/2021, 7/2022

Revised: 1/2020

E-111

AR-OCS

**ANNUAL CALENDAR / LENGTH OF SCHOOL DAYS**

# Calendar Requirements of Schools

The official school calendar shall include the following:

* **A minimum of 176 full days** for student attendance and instruction.
* **For elementary and secondary schools:** The first and last day of the school year shall have at least 3½ hours of student attendance but may be counted as full days of student attendance.
* **A minimum of 4 full days for staff development** which may be used as 4 full days, 8 half days (with students in attendance 3½ hours), or a combination of both. ***Any half days of professional development (with students in attendance 3½ hours) shall only be counted as half days of student attendance*.** Professional development days shall be scheduled for continued and sustained development in the areas of:
  + Religious education (e.g., catechetical institutes, etc.)
  + Spiritual development (e.g., retreats, days of recollection, etc.)
  + Curriculum, assessment, and instructional planning
  + Strategic planning activities including implementation.

Professional development days are not to be used for routine administrative matters such as grading papers, recordkeeping, or general orientations.

# A minimum of 2 and a maximum of 4 scheduled days for parent-teacher conferences.

Parent-teacher conference days may be counted as full days of student attendance provided that students are present for at least 3½ hours of instruction.

* **A minimum of 5 emergency days**. In the event of an emergency closing due to weather (or other emergency approved by the Superintendent), schools have the option of providing an e-learning day where student instruction is delivered electronically rather than making up the day later in the academic year. Schools that wish to utilize this option must submit an E-Learning Plan to the Superintendent of Schools by October 15th of each calendar year. The E-Learning Plan must outline the specific responsibilities of teachers, parents, and students on e-learning days. In addition, the plan shall describe the following:
  + How the learning needs of all students and all age levels will be addressed.
  + The electronic platform or platforms that will be utilized to deliver instruction (e.g., Internet, phone conference, text messaging, chat rooms, and similar means of communication and interaction between teachers and students).
  + How the school will ensure that all students have access to the electronic platform(s) being utilized for e-learning days.
  + How the school will monitor and verify each student’s electronic participation.
  + The extent to which participation in e-learning days will be within the student’s control regarding the time, pace, and means of learning.
  + How teachers, parents, and students will be notified that a particular day is an e-learning day.
  + How the school will inform students about the learning experiences they are required to participate in during a particular e-learning day, with attention paid to the ability of students to understand procedures and expectations.
  + What training will be provided to teachers about delivering/monitoring instruction on e-learning days.
  + How the administration will verify that at least 5 ½ clock hours of instruction have been provided for each student on an e-learning day.

In the event of emergency closings, schools shall also have the option to request permission from the Superintendent of Schools to make up any or all days missed as professional development with their teachers (and staff, if requested). These professional development make-up days are to be scheduled at the end of the academic year. In no event shall the clock hours of instruction for the academic year fall below the minimum 880 clock hours of instruction required by state law.

* **For high schools**, not more than three days may be used for semester exams each semester, and these days may be counted as full days as long as students are present for a minimum of 3½ hours each day.
* A full day of instruction shall include a **minimum of 5½ hours** of instruction, **excluding** lunch period, recess, exchange time, and any similar activities.
* The school calendar needs to be **approved by the Superintendent of Schools** for the Catholic Diocese of Peoria before it is published and/or submitted to the State. Likewise, any changes in the approved calendar must be submitted to the Superintendent of Schools for approval before they are implemented, emergencies excluded. In the case of emergencies, the Office of Catholic Schools is to be notified as soon as it is feasible.
* A copy of the proposed school calendar for the coming academic year with the calendar survey is to be **submitted to the Office of Catholic Schools for review by May 15th** at the latest. Submit the proposed calendar using the WORKING COPY forms supplied by OCS. Once the school’s calendar has been approved by the Superintendent of Catholic Schools, it is then to be submitted to the Illinois State Board of Education as part of the Nonpublic School Registration and Recognition Process.
* School families should be notified well in advance of necessary changes in the approved calendar.
* Faculty meetings shall be scheduled as determined by the school administration. These meetings shall not reduce the required hours of student instruction and are scheduled in addition to professional development days.
* All schools shall close for the following holidays: Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas, New Year’s Day, Good Friday, and Memorial Day. Schools should also be closed on either Presidents’ Day or Lincoln’s Birthday.
* Schools may be closed on the following holidays: Columbus Day, Veterans’ Day, Martin Luther King Day, Abraham Lincoln’s Birthday or Presidents’ Day. When students are in attendance on these holidays, the person or persons honored by the holiday should be recognized through instructional activities.
* Eighth and twelfth grade student attendance shall continue up to the date scheduled for graduation.

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