

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 174 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 or submitted to the Illinois State Board of Education as part of Registration and Recognition of Nonpublic Elementary and Secondary Schools.

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Calendar Requirements of Schools

The official school calendar shall include the following:

- **A minimum of 174 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 3 ½ hours of student attendance but may be counted as full days of student attendance.
- **A minimum of 6 full days for staff development**, may be used as 6 full days, 12 half days (with students in attendance 3 ½ hours), or a combination of both. Professional development days are scheduled for continued and sustained development in the areas of:
 - religious education
 - spiritual development
 - curriculum and instructional planning
 - school improvement planning, AdvancED systems accreditation
 - 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.** Any diocesan school that has cancelled a school attendance day due to inclement weather may opt to make up any or all days missed as professional development with their teachers (and staff, if requested.) These professional development make-up days would be scheduled at the end of the current 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. If a principal prefers to make up the

days cancelled due to inclement weather as a student attendance day, that is certainly within the jurisdiction of the administration.

- **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 5 ½ 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 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 the ISBE. 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 are to close for the following holidays: Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas and 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.