

School Calendar Preparation Guidelines

The School Calendar Preparation Guidelines are intended to serve as an aid in the construction of a school calendar that will provide the flexibility necessary to meet the curricular needs of the high schools while promoting student wellness. Each school board is required by law to annually prepare a calendar for the school year that specifies both the opening and closing of the school year. The school calendar must meet the prescribed minimum requirements as outlined in the Illinois State Code and the Administrative Rules set by the Illinois State Board of Education (ISBE).

For planning purposes and as a service to our students, staff, and school community, Glenbrook High School District 225 develops its school calendar two years in advance. District 225 works collaboratively with all township ~~feeder~~ sender districts (27, 28, 30, 31, and 34) to coordinate winter and spring breaks. The beginning and ending dates for the school year, as well as holidays and professional development days, are likely to vary for each school district. Efforts will be made to align the beginning and end dates of the school year with those of the feeder elementary district school calendars. However, it is important to note that school calendar decisions by the high school district will be more clearly focused on the curricular and wellness needs of high school students and may necessitate a slightly different school calendar than the elementary sender districts. The following factors are may be considered in developing the ~~final~~ school calendar:

- The total number of school attendance days for students and staff will be determined by the Illinois School Code, the associated administrative rules set by the Illinois State Board of Education (ISBE), and local collective bargaining agreements.
- ~~Fe~~-Emergency days are scheduled as part of the calendar to compensate for emergency closings as required by ISBE administrative rules. These days will be canceled if they are not needed.
- For academic purposes, efforts ~~are~~ should be made to schedule a balanced comparable number of student attendance days for each grading period and semester.
- Three Glenbrook Days for faculty work and professional development are scheduled for the school year in accordance with the collective bargaining agreement with the Glenbrook Education Association.
- A maximum of eight granted holidays ~~are marked with an "X"~~ will be clearly indicated on the calendar if they occur during the week, and ~~The granted holidays for the district typically they include:~~ Rosh Hashanah, Yom Kippur, the Day days before and after Thanksgiving, Rosh Hashanah, Yom Kippur, Christmas Eve, the day after Christmas, New Year's Eve, the first day of spring break week, and Good Friday.
- Legal holidays ~~are marked~~ will be clearly indicated on the calendar ~~with a "X" if they fall~~ occur during the week. They legal holidays include: New Year's Day, Martin Luther King's Birthday*, Lincoln's Birthday*, Casimir Pulaski Day*, Memorial Day, Independence Day, Labor Day, Columbus Day*, Veteran's Day*, Thanksgiving Day, ~~and~~ Christmas Day, and Good Friday.

*The Board held a public hearing and took official action approving legal school

holiday modifications for the birthday of Dr. Martin Luther King, Jr. (third Monday in January), the birthday of President Abraham Lincoln (February 12), the birthday of Casimir Pulaski (first Monday in March), Columbus Day (second Monday in October), and Veterans' Day (November 11). Although traditionally only Lincoln's Birthday, Pulaski Day and Columbus Day are modified for use as a student attendance day or District Institute Day, approving modifications to all legal school holidays allows for greater flexibility.

- Winter break ~~will~~ may typically include two full weeks and three weekends to accommodate travel and vacation plans for our students and families.
- Spring break will generally be one week and is consistently scheduled during the last full week in March.
- Graduation Day for seniors is typically scheduled to occur ~~on the Sunday~~ before the last week of school for non-seniors.
- ~~All calendars are available on the district and school websites.~~
- Late arrival days for students are scheduled on the calendar for professional development purposes as determined by the district administration.
- The district works collaboratively with sender districts and other stakeholders such as employee groups and park districts in developing the calendar.

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Consider an introductory statement articulating the goal of the guidelines is to provide flexibility in calendar preparation and improve student wellness.

For planning purposes and as a service to our students, staff, and school community, Glenbrook High School District 225 develops its school calendar two years in advance. District 225 works collaboratively with all township feeder districts (27, 28, 30, 31, and 34) to coordinate winter and spring breaks. The beginning and ending dates for the school year, as well as holidays and professional development days, are likely to vary for each district. An effort will be made to align the beginning and end dates of school within one week of feeder district calendars. The following factors ~~are~~ may be considered in developing the final calendar:

- ~~The school year provides for 178 student attendance days and 5 additional staff attendance days, for a total of 183 days.~~ (Consider restating as the length of the calendar is determined by the Illinois School Code and the collective bargaining agreement)
- Ten emergency days are scheduled as part of the calendar to compensate for emergency closings. These days will be canceled if they are not needed. (Explore alternative learning arrangements as substitutes for emergency days.)
- For academic purposes, efforts ~~are~~ should be made to schedule a balanced comparable number of student attendance days for each grading period and semester.
- Three Glenbrook Days for faculty work and professional development are scheduled for the school year. ~~Two of these are scheduled in August, immediately prior to when the students are scheduled to start school. The third Glenbrook Day occurs in June and is the last day of attendance by teachers.~~ (Consider leaving when these occur flexible.)
- A maximum of eight granted holidays are marked with an “X” and typically they include: Day after Thanksgiving, Rosh Hashanah, Yom Kippur, Christmas Eve, New Year’s Eve, and Good Friday.
- Legal or granted holidays are marked on the calendar with a “X” if they fall during the week. They include: New Year’s Day, Martin Luther King’s Birthday*, Lincoln’s Birthday*, Casimir Pulaski Day*, Memorial Day, Independence Day, Labor Day, Columbus Day*, Veteran’s Day*, the day before Thanksgiving, Thanksgiving Day, and Christmas Day.

*The Board held a public hearing and took official action approving legal school holiday modifications for the birthday of Dr. Martin Luther King, Jr. (third Monday in January), the birthday of President Abraham Lincoln (February 12), the birthday of Casimir Pulaski (first Monday in March), Columbus Day (second Monday in October), and Veterans’ Day (November 11). Although traditionally only Lincoln’s Birthday, Pulaski Day and Columbus Day are modified for use as a student attendance day or District Institute Day, approving modifications to all legal school holidays allows for greater flexibility. The day before Thanksgiving may also be modified as a student attendance day. (Consider adding more late arrival days if more holidays are used for student attendance or if Institute Day

[Pulaski Day] is eliminated for student attendance.)

- Winter break ~~will~~ may typically include two full weeks and three weekends to accommodate travel and vacation plans for our students and families.
- Spring break will generally be one week and is consistently scheduled during the last full week in March., ~~so as not to conflict with school board elections in April.~~
Consider restating as half-way through the semester.
- Graduation Day for seniors is typically scheduled to occur on the Sunday before the last week of school for non-seniors. (Consider flexibility of graduation day such as not falling on a Sunday)
- ~~All calendars are available on the district and school websites.~~ Is this a necessary statement since it doesn't have to do with calendar preparation?
- The district works collaboratively with feeder districts and other stakeholders such as employee groups and park districts in developing the calendar.