

To: District 225 Board of Education
From: Mike Riggle
Re: School Calendar Survey Results
Date: January 14, 2019

Recommendation

It is recommended that a committee be formed for the purpose of further analyzing the data results from the school calendar survey administered to the District 225 school community by Hanover Research. The charge to the committee is to spend time looking at all aspects of the survey results to identify findings the committee feels are significant and worthy of consideration. Finally, the committee is to review the advertised School Calendar Preparation Guidelines and recommend possible changes to that document to the Board of Education.

Background

The school calendar survey results were initially received from Hanover Research just before the Thanksgiving break in November. After reviewing the initial draft of the data results, the District 225 administration requested that the data be further segmented to provide a more detailed breakdown on student and teacher survey results. We also requested further segmentation of the stakeholder data in order to provide more detailed data to the elementary districts participating in the survey. The revised data segmentation, as well as the report being presented from Hanover Research, was received in early December, but not in time for the board meeting held on December 10.

Committee Membership

The work of the school calendar survey results review committee will be lead by the Assistant Superintendent for Education Services, Dr. Rosanne Williamson and assisted by the Associate Principals for Curriculum and Instruction, Mr. Cameron Muir and Dr. Ed Solis. The membership of the committee will consist of the following:

- One instructional supervisor from each school (2)
- Two teachers from each school (4)
- Two parents from each school (4)
- One student from each school (2)
- One support staff member from each school (2)

Dr. Williamson will work with the school principals to identify committee participants. The teachers on the committee should be selected in collaboration with the GEA. Overall, the membership of the committee should be representative of the academic, activity, athletics and fine arts areas of our schools.

Timeline

A report of the review and significant findings of the school calendar survey results committee, as well as their recommendations regarding the School Calendar Preparation Guidelines are to be presented to the Board of Education at the regular meeting scheduled for Monday, February 25.

School Calendar Preparation Guidelines

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. The following factors are 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.
- 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.
- School begins near the end of August to correspond with the beginning of athletic practices and contests for high school students.
- For academic purposes, efforts are made to schedule an equal number of 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.
- 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 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*, 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.

- Winter break will 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 week in March, so as not to conflict with school board elections in April.
- 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.