

To: District 225 Board of Education
From: Mike Riggle
Re: School Calendar Recommendation for 2019-2020
Date: November 12, 2018

Recommendation:

It is recommended that the Board of Education adopt the attached proposed school calendar for the 2019-2020 school year. This proposed calendar corresponds with the current school calendar for the 2018-2019 school year. The proposed school calendar is also in agreement with the School Calendar Preparation Guidelines that serve as a base for school calendar development.

Background

No official action has been taken by the Board of Education to adopt a school calendar for the 2019-2020 school year. For many years, the District 225 school year calendar has been adopted in the late spring and becomes an important consideration in establishing school calendars by the elementary districts, for scheduling youth programs by the local park districts, and the planning of many family celebrations and vacations. Last June, the Board of Education delayed discussion and further action on the 2019-2020 school calendar to allow greater input from the school community.

In August, the Board of Education contracted Hanover Research to conduct a school calendar survey to gather input from the local school community. The school calendar survey was made available by email to staff, students, parents of District 225 students and parents of elementary Districts 27, 28, 30, 31, and 34. The school calendar survey was made available on October 9 and closed just after October 23. The Hanover Research team is currently processing and analyzing data from the school calendar survey. A comprehensive analysis and thorough discussion of the recent school calendar survey results will take time.

Further delay by District 225 in adopting a school calendar for the 2019-2020 school year could potentially have a negative impact on scheduling high school events and activities, those scheduled and conducted by the feeder elementary districts, the scheduling of youth program offerings by the local park districts, and the many family celebrations and vacations within our communities. **Therefore, it is my recommendation that the Board take action to adopt a calendar for the 2019-2020 school year that corresponds with the current 2018-2019 school calendar and in keeping with the established [School Calendar Preparation Guidelines](#).**

The proposed calendar for the 2019-2020 school year will continue to have semester final exams as well as the completion of the first semester scheduled after winter break. I have included with this memo a draft of the proposed calendar for the 2019-2020 school year, the the 2018-2019 school calendar, and the School Calendar Preparation Guidelines used by the district for school calendar development for your comparison and review.

It is important to note that the process for the adoption of a school calendar for the 2020-2021 school year will be conducted during the second semester and will include thorough discussion of the school calendar survey results.

Public School Calendar - Traditional

2019-2020 Proposed Public School Calendar for Northfield Twp HSD 225, Draft,

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 188 Regular Day: **8:00AM - 3:15PM** Instruct. Day Lgth:

6 Hrs. 3 Mins.

July 2019							August 2019							September 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	31	1
1	2	3	4 HOL	5	6	7	5	6	7	8	9	10	11	2 HOL	3 X	4 X	5 X	6 X	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9 X	10 X	11 X	12 X	13 X	14	15
15	16	17	18	19	20	21	19 G	20 G	21 X	22 X	23 X	24	25	16 X	17 X	18 X	19 X	20 X	21	22
22	23	24	25	26	27	28	26	27 X	28 X	29 X	30 X	31	1	23 X	24 X	25 X	26 X	27 X	28	29
29	30	31	1	2	3	4	2	3	4	5	6	7	8	30 NIA	1	2	3	4	5	6

July Atnd: 0 Accum: 0 Aug Atnd: 8 Accum: 8 Sept Atnd: 19 Accum: 27

October 2019							November 2019							December 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	1 X	2 X	3 X	4 X	5	6	28	29	30	31	1 X	2	3	25	26	27	28	29	30	1
7 X	8 X	9 NIA	10 X	11 X	12	13	4 X	5 X	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 X	7	8
14 HOL	15 X	16 X	17 X	18 X	19	20	11 HOL	12 X	13 X	14 X	15 X	16	17	9 X	10 X	11 X	12 X	13 X	14	15
21 X	22 X	23 X	24 X	25 X	26	27	18 X	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 X	21	22
28 X	29 X	30 X	31 X	1	2	3	25 X	26 X	27 NIA	28 HOL	29 NIA	30	1	23 NIA	24 NIA	25 HOL	26 NIA	27 NIA	28	29
4	5	6	7	8	9	10	2	3	4	5	6	7	8	30 NIA	31 NIA	1	2	3	4	5

Oct Atnd: 21 Accum: 48 Nov Atnd: 17 Accum: 65 Dec Atnd: 15 Accum: 80

January 2020							February 2020							March 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 NIA	2 NIA	3 NIA	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	1
6 X	7 X	8 X	9 X	10 X	11	12	3 X	4 X	5 X	6 X	7 X	8	9	2 TI	3 X	4 X	5 X	6 X	7	8
13 X	14 X	15 X	16 X	17 TI	18	19	10 X	11 X	12 X	13 X	14 X	15	16	9 X	10 X	11 X	12 X	13 X	14	15
20 HOL	21 X	22 X	23 X	24 X	25	26	17 NIA	18 X	19 X	20 X	21 X	22	23	16 X	17 X	18 X	19 X	20 X	21	22
27 X	28 X	29 X	30 X	31 X	1	2	24 X	25 X	26 X	27 X	28 X	29	1	23 NIA	24 NIA	25 NIA	26 NIA	27 NIA	28	29
3	4	5	6	7	8	9	2	3	4	5	6	7	8	30 X	31 X	1	2	3	4	5

Jan Atnd: 18 Accum: 98 Feb Atnd: 19 Accum: 117 Mar Atnd: 16 Accum: 133

April 2020							May 2020							June 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1 X	2 X	3 X	4	5	27	28	29	30	1 X	2	3	25	26	27	28	29	30	31
6 X	7 X	8 X	9 X	10 NIA	11	12	4 X	5 X	6 X	7 X	8 X	9	10	1 X	2 X	3 X	4 X	5 G	6	7
13 X	14 X	15 X	16 X	17 X	18	19	11 X	12 X	13 X	14 X	15 X	16	17	8 XED	9 XED	10 XED	11 XED	12 XED	13	14
20 X	21 X	22 X	23 X	24 X	25	26	18 X	19 X	20 X	21 X	22 X	23	24	15 XED	16 XED	17 XED	18 XED	19 XED	20	21
27 X	28 X	29 X	30 X	1	2	3	25 HOL	26 X	27 X	28 X	29 X	30	31	22	23	24	25	26	27	28
4	5	6	7	8	9	10	1	2	3	4	5	6	7	29	30	1	2	3	4	5

Apr Atnd: 21 Accum: 154 May Atnd: 20 Accum: 174 June Atnd: 4 Accum: 178

89	First Semester Days
89	Second Semester Days

Calendar Legend	
HOL	Holiday
NIA	Not in Attendance
XED	Emergency Day – Proposed

2018-2019 Public School Calendar for Northfield Twp HSD 225

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 **Regular Day:**

Instruct. Day Lgth:

July 2018							August 2018							September 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	1	30	31	1 X	2 X	3 X									
2 X	3 X	4 HOL	5 X	6 X	7	8	6 X	7 X	8 X	9 X	10 X			3 HOL	4 X	5 X	6 X	7 X		4
9 X	10 X	11 X	12 X	13 X	14	15	13 X	14 X	15 X	16 X	17 X			10 Rosh Hashanah	11 X	12 X	13 X	14 X		4
16 X	17 X	18 X	19 X	20 X	21	22	20 GD	21 GD	22 X	23 X	24 X	3		17 X	18 X	19 Yom Kippur	20 X	21 X		4
23 X	24 X	25 X	26 X	27 X	28	29	27 X	28 X	29 X	30 X	31 X	5		24 X	25 X	26 X	27 X	28 X		5
30 X	31 X	1	2	3	4	5														

July Atnd: Accum: Aug Atnd: 8 Accum: 8 Sept Atnd: 17 Accum: 25

October 2018							November 2018							December 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
										1 X	2 X		2							
1 X	2 X	3 X	4 X	5 X		5	5 X	6 X	7 X	8 X	9 X		11 HOL 5	3 X	4 X	5 X	6 X	7 X		5
8 HOL Columbus Day	9 X	10 X	11 X	12 X		4	12 X	13 X	14 X	15 X	16 X		5	10 X	11 X	12 X	13 X	14 X		5
15 X	16 X	17 X	18 X	19 X		5	19 X	20 X	21 Day Before Thanksgiving	22 HOL	23 Day After Thanksgiving		2	17 X	18 X	19 X	20 X	21 X		5
22 X	23 X	24 X	25 X	26 X		5	26 X	27 X	28 X	29 X	30 X		5	24 Xmas eve	25 HOL	26	27	28		
29 X	30 X	31 X				3								31 New Year's Eve						

Oct Atnd: 22 Accum: 47 Nov Atnd: 19 Accum: 66 Dec Atnd: 15 Accum: 81

January 2019							February 2019							March 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 HOL	2	3	4						1 X		1					1 X		1
7 X	8 X	9 X	10 X	11 X		5	4 X	5 X	6 X	7 X	8 X		5	4 HOL ID	5 X	6 X	7 X	8 X		4
14 X	15 X	16 X	17 X	18 ID		4	11 X	12 X Waiver	13 X	14 X	15 X		5	11 X	12 X	13 X	14 X	15 X		5
21 HOL	22 X	23 X	24 X	25 X		4	18 President's Day - Emerg. Ev Day	19 X	20 X	21 X	22 X		4	18 X	19 X	20 X	21 X	22 X		5
28 X	29 X	30 X	31 X			4	25 X	26 X	27 X	28 X			4	25 X	26 X	27 X	28 X	29 X		

Jan Atnd: 17 Accum: 98 Feb Atnd: 19 Accum: 118 Mar Atnd: 15 Accum: 132

April 2019							May 2019							June 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
									1 X	2 X	3 X		3							
1 XED	2 X	3 X	4 X	5 X		4	6 X	7 X	8 X	9 X	10 X		5	3 X	4 X	5 X	6 X	7 GD		4
8 X	9 X	10 X	11 X	12 X		5	13 X	14 X	15 X	16 X	17 X		5	10 XED	11 XED	12 XED	13 XED	14 XED		
15 X	16 X	17 X	18 X	19 Good Friday		4	20 X	21 X	22 X	23 X	24 X		5	17 XED	18 XED	19 XED	20 X	21 X		
22 X	23 X	24 X	25 X	26 X		5	27 HOL	28 X	29 X	30 X	31 X		4	24 X	25 X	26 X	27 X	28 X		
29 X	30 X					2														

Apr Atnd: 20 Accum: 152 May Atnd: 22 Accum: 174 June Atnd: 3 Accum: 178

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.
 - For academic purposes, efforts are made to schedule a balanced 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 full 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.