

## **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 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 sender districts (27, 28, 30, 31, and 34) to coordinate winter and spring breaks. The beginning and end 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 may be considered in developing the 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.
- 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 should be made to schedule a comparable number of student attendance days for each 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 will be clearly indicated on the calendar if they occur during the week. The granted holidays for the district typically include Rosh Hashanah, Yom Kippur, the days before and after Thanksgiving, Christmas Eve, the day after Christmas, New Year's Eve, the first day of spring break week.
- Legal holidays will be clearly indicated on the calendar if they occur during the week. The 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, 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 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 before the last week of school for non-seniors.
- 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.