

## KEY CHECKPOINTS TO REVIEW BEFORE APPROVAL OF THE PUBLIC SCHOOL CALENDAR

Regional Superintendent's are charged with reviewing and approving all public school calendars submitted by district superintendents. A few checkpoints are provided below to review prior to submission/approval:

- Verification that the Activity Time reported represents the actual Activity Time for the day being coded. Parent/Teacher Conference Activity Time should reflect the time conferences are conducted on the date coded as the Parent/Teacher Conference. If prior evening conferences were provided, that time should be explained in the Brief Explanation.
- Verification that the appropriate ante meridiem (a.m.) and post meridiem (p.m.) are listed on Student Attendance Times and Activity Times.
- Verification that the Brief Explanation matches the Calendar Code used (i.e. school improvement activities are explained for Calendar Code XHS, parent/teacher conference activities are explained for Calendar Code FPT or XHPT, etc).
- Verification that Parent/Teacher Conferences follow the proper format as described in Illinois State Board of Education policy (see below).

### ISBE PARENT/TEACHER CONFERENCE POLICY

Full Day Parent/Teacher Conferences (FPT) may be accomplished on one day, or local school officials may opt to begin a full day parent/teacher conference format in the evening after a Regular Full-Day of school, provided that the evening session and next morning session constitute a full day of instructional time. The length of the morning session of the second day must be a minimum of three instructional clock hours. (Districts utilizing this option must ensure that the time element of the regular full day of school is consistent with the district's normal dismissal time). Any deviation from this Full Day Parent/Teacher format would require the calendar code Full Day Parent/Teacher Conference Waiver (WFPT) which requires an approved waiver by the General Assembly prior to approval of the calendar by the ROE office. Waiver information can be found on the ISBE website at <http://www.isbe.net/isbewaivers/default.htm> or by telephone number 217/782-5270.

- Verification that an Act of God (calendar code AOG) was warranted prior to approving the calendar. These days may not be accessed until all Proposed Emergency Days built into the proposed calendar have been converted to Emergency Days.
- Verification that the Regular School End Date is the last day of school activity on the Final Public School Calendar (i.e. calendar coded X, TI, etc.). If the code on the Regular School End Date is **NIA**, disapprove the calendar and explain that the Regular School End Date needs to be corrected to the last day of actual school activity.
- Verification that the Total Calendar Days minus any Proposed Emergency Days (Calendar Code XED) must be equal to or greater than 180.
- If a district is unable to enter a waiver calendar code on a day for which they have requested a waiver, the ROE or District will need to contact ISBE to verify the status of the waiver so, if applicable, the code may be added to the District's drop down list.

## **GUIDELINES FOR SCHOOL CALENDAR PREPARATION**

The School Code requires each school district in the State of Illinois to annually prepare a proposed school calendar consisting of 185 days to insure 176 days of attendance, as follows:

Attendance Days	176
Maximum Teacher Institutes	4
Minimum Proposed Emergency Days	5
Total Calendar Days	185

(Citation 105 ILCS 5/10-19)

School districts are allowed by School Code to include 4 half-day parent/teacher conferences or 5 half-day teacher in-services. Each half-day requires 3 clock hours of instruction under the direct supervision of teachers.

In lieu of 4 half-days, school district may have 2 full day parent/teacher conference or teacher in-services. This option reduces the number of pupil attendance days to 174 and leaves only one half-day teacher in-service available to the district.

Attendance Days	174
Full-Day P/T Conferences	2
Maximum Teacher Institutes	4
Minimum Proposed Emergency Days	5
Total Calendar Days	185

(Citation 105 ILCS 5/18-8.05)

## **HALF DAY SCHOOL IMPROVEMENT DAYS**

The School Code provides an unlimited number of Half-Day School Improvement Days. In order to utilize Half-Day School Improvement Days the districts must extend the instructional day beyond the mandated minimum five clock hours. Once the district has accumulated (banked) 120 additional minutes, the district qualifies for a half-day school improvement day, coupled with three clock hours of supervised instruction. Once a Half-Day School Improvement Day has been taken, bank time goes back to zero. These days count as a full day for General State Aid purposes.

(Citation 105 ILCS 5-18-8.05)

## IRREGULAR DAYS

Conditions which occur beyond the control of the district, such as adverse weather and/or hazardous threats to health and safety of students may be reported on the school calendar as follows:

**Interrupted Days** (Calendar Code **XID**) occur when a school district must close due to extreme snow in order to get the students home safely, heat so extreme as to be a threat to the health of the student or a condition beyond the control of the school district that poses a hazardous threat to the health and safety of pupils. Use of the calendar code XID requires a district to complete at least one instructional clock hour. Note: Interrupted days may not be pre-announced. All school districts have access to various media outlets to announce early dismissal/school closings to inform parents and allow them to arrange alternative child care arrangements as necessary. The reporting of such day(s) must be done within 30 days of occurrence by electronically submitting an **Amended** Public School Calendar via IWAS to the Regional Superintendent for forwarding to the State Superintendent for approval. Interrupted Days can be counted for General State Aid purposes.

Amendment by Public Act 95-152 allows a district with multiple buildings that must dismiss students from a specific building(s) within the district that is experiencing a condition beyond the control of the school district, but has provided at least one clock hour of instruction, to count the attendance for the students in that specific building(s). If this situation occurs, it does **not** affect the official public school calendar, but reporting of such day(s) must be made within 30 days of occurrence by completing the *Interrupted/Closed Building within District* form that can be found at [http://www.isbe.net/funding/word/interrupted\\_day\\_form.doc](http://www.isbe.net/funding/word/interrupted_day_form.doc). Once completed it must be signed by the appropriate Regional Superintendent then forwarded to the State Superintendent for approval.

Public Act 95-0811 amended Section 18-12 of The School Code and allows a district with multiple buildings to claim a full day of attendance when the district must close one or more recognized school buildings due to a condition beyond their control prior to providing any instruction. The district may claim attendance for a maximum of two school days based on the average of the three prior school days of attendance immediately preceding the closure of the school building. If this situation occurs, it does **not** affect the official public school calendar, but the reasons for the closure must be reported within 30 days of occurrence by completing the *Interrupted/Closed Building within District* form that can be found at [http://www.isbe.net/funding/word/interrupted\\_day\\_form.doc](http://www.isbe.net/funding/word/interrupted_day_form.doc). Once this form is completed, it must be signed by the appropriate Regional Superintendent and forwarded to the State Superintendent for approval.  
(Citation 105 ILCS 5/18-12)

**Delayed Start Days** (Calendar Code **XDS**) occurs when weather conditions are severe and the regular school start time is delayed (e.g. extreme fog). The reporting of such day(s) must be made within 30 days of occurrence by electronically submitting an **Amended** Public School Calendar via IWAS to the Regional Superintendent for forwarding to the State Superintendent for approval. Delayed Start days can be counted for General State Aid purposes.  
(Citation 105 ILCS 5/18-12)

**Emergency Days** (Calendar Code **ED**) may be used at the discretion of the district. The School Code mandates that a minimum of five proposed emergency days must be built into the Proposed Public School Calendar. Any unused proposed emergency days must be taken off the when Final Public School Calendar is submitted.  
(Citation 105 ILCS 5/10-19)

**Act of God Days** (Calendar Code **AOG**) may only be applied for after the district has exhausted all the Proposed Emergency Days built into the Proposed Calendar. Act of God Days may be used for any condition beyond the control of the district and must be approved by the Regional Superintendent and the State Superintendent of Education. Act of God Days reduce the number of student attendance days in the school calendar.  
(Citation 105 ILCS 5/18-12)

## **GUIDELINES FOR CONDUCTING FULL OR HALF-DAY PARENT/TEACHER CONFERENCE(S) AND FULL OR HALF-DAY TEACHER IN- SERVICE(S)**

The following guidelines have been developed to assist school districts in planning educational in-services programs, parent/teacher conferences pursuant to Section 18-8.05 of the School Code. Since this section of the Code allows local school districts to use regularly scheduled school time for in-service activities, such programs should be planned carefully.

The districts' in-service plan must:

- Be organized so that teachers and other staff members play a prominent role in the planning and overall development of the in-service program parent/teacher conference;
- Identify and set forth program objectives;
- Include activities which relate to the fulfillments of the program objectives;
- Provide for evaluation of program activities and outcomes; and
- Ensure the integrity of the length of the required minimum school day

Any in-service activity or parent/teacher conference using one-half day must ensure that the students will be in attendance a minimum of **Three Instructional Clock Hours**. The in-service training program is expected to be comparable in length and/or to comprise the remainder of the regularly scheduled school day. With regard to half-day parent/teacher conferences, since parents can often come to school more readily in the evening, it is permissible to hold school in the morning, dismiss students and teachers in the afternoon, and conduct evening parent/teacher conferences comparable in length to an afternoon school session. A district may take a combination of a maximum **five half-day** teacher in-service and/or parent/teacher conference provided that if the district does take all 5 half days, one of the half days must be a teacher in-service day.

In lieu of 4 half-day in-service programs, 2 full school days may be used for full-day parent/teacher conferences or full-day in-service activities. The use of 2 full-day parent/teacher conferences or 2 teacher in-services or the combination of 1 full-day parent/teacher conference and 1 full day in-service allows only one-half day available for additional teacher in-service activity or parent/teacher conference.

Local school officials have the option to begin a full-day parent/teacher conference format in the evening **after a regular full day of student attendance** provided that the evening session and next morning session constitutes a full day of instructional time. The length of the morning session of the second day must be a minimum of three clock hours. (Districts utilizing this option must ensure that the time element of the regular full day of school is consistent with the district's normal dismissal time.)

Because students are not present during full-day parent/teacher conferences and/or teacher in-service activities, those days cannot be counted toward pupil attendance on the calendar. The full days for parent/teacher conferences and/or full-day in-services do, however, count as part of the required 176 attendance days.

## **TEACHER INSTITUTE/WORKSHOP AND IN-SERVICE ACTIVITIES**

The guidelines, for activities on a **Teacher Institute/Workshop** (Calendar Code **TI**) according to 105 ILCS 5/3-11 of The School Code, are any educational gathering, demonstration of methods of instructions, visitation of schools or other institutions or facilities, or sexual abuse or sexual assault awareness seminar. These days must be approved by the **Regional Superintendent** as an institute day.

The guidelines for activities, according to 105 ILCS 10-22.39, of a **Full Day In-service** (Calendar Code **FI**) and **Half Day In-service** (Calendar Code **XHI**), are for school personnel who work with pupils and are trained to identify the warning signs of suicidal behavior in adolescents and teens and shall be taught appropriate intervention and referral techniques. In addition, school personnel must have basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) including the nature of the disease, its causes and effects, the means of detecting it and preventing its transmissions, and the availability of appropriate sources of counseling and referral, and any other information that may be appropriate considering the age and grade level of such pupils. The School Board shall supervise such training. The State Board of Education and the Department of Public Health shall jointly develop standards for such training.

# **ISBE Heat Day Policy**

## **Interrupted School Days/Heat**

A major responsibility of a local school superintendent is the health and safety of your students. Section 18-12, the School Code allows the use of Interrupted School Days for “adverse weather conditions” only. As a reminder, with regard to extreme heat the Illinois State Board of Education (ISBE) allows four options:

- Dismiss after 5-clock-hours of instruction
- Utilize an Emergency Day
- Amend your public school calendar
- Utilize an Interrupted Day

If an Interrupted Day is utilized an Amended Calendar must be submitted electronically through IWAS, within 30 days of occurrence, to the Regional Office of Education, who will forward it to ISBE for approval. The Calendar Code for an Interrupted Day is XID. The calendar code XID requires Student Attendance Time to verify a minimum of one instructional clock hour was conducted as well as a brief explanation of why the day was interrupted. If an Emergency Day is utilized, the ISBE recommends that an amended calendar is completed and submitted to the Regional Office of Education.

**ISBE’s current policy further states that if the announcement is made in advance (i.e., on the previous day) that school will be closing on any day or days after less than five clock hours because of heat, you must use an emergency day(s). Under these circumstances, the shortened day cannot be counted as a full-day of attendance.**