

OFFICE OF THE ASSISTANT SUPERINTENDENT

TO: Dr. Michael Riggle

FROM: Rosanne Williamson

RE: REVIEW OF DRAFT OF THE 2017-2018 SCHOOL YEAR CALENDAR

DATE: May 4, 2016

Attached you will find a draft of the calendar for the 2017-2018 school year as well as the school calendar preparation guidelines.

The Board of Education has traditionally asked us to present the calendar two years in advance. This calendar contains the same features as past calendars. Note that this calendar does not yet have designations for school improvement days.

I recommend the attached calendar be presented to the Board of Education at its meeting of May 9, 2016 for the Board's initial review. Following Board discussion on May 9, the final calendar would be placed on the consent agenda at the May 23, 2016 Board meeting.

School Calendar Preparation

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.