

The School Board's goal is to approve an annual school calendar that establishes at least the days that are planned for direct student instruction, as well as any days on which parent conferences are planned, by February of the preceding school year.

The District Administrator shall prepare a proposed annual school calendar and present the proposed calendar to the Board at the January regular board meeting. In preparing a proposed annual school calendar, the District Administrator shall consider and attempt to balance multiple relevant factors, such as the following:

1. Promoting the overall effectiveness of the District's instructional and other programs;
2. Meeting or exceeding state-defined requirements for hours of direct student instruction;
3. Operational efficiency, including planning for inclement weather days and other possible emergency closures;
4. Coordinating District operations and instructional programs across instructional levels;
5. Coordinating the District calendar with known school-sponsored and community-based activities that may affect student attendance and learning; and
6. The expectations or preferences that have been expressed by District staff and by school families, including potential burdens that particular school schedules may place on staff and school families.

The District Administrator's proposed school calendar shall identify at least the following:

1. The days that are planned for direct student instruction and on which students are expected to attend school;
2. The days (either in part, or in whole) that are planned for parent conferences;
3. The total number of days on the proposed calendar which count toward meeting, and exceeding, the state's minimum annual number of school days;
4. The days that mark the planned beginning and ending of schools terms and sessions;
5. The weekdays within the proposed school terms and sessions that are planned for breaks, recesses, holidays, professional development days, etc.;
6. Any differences in the proposed school calendars for the various grades, buildings, or programs;

7. Any specific school days in the calendar on which a special schedule for student instruction is planned, and a brief description of that planned schedule (e.g., any planned late start or early release for students);

A proposed school calendar may also identify (1) any planned days outside of the proposed school term for students on which instructional staff and other school-year staff will be expected to be at work; (2) the planned dates for evening or weekend school activities (such as open house events); or (3) other planned activities of a similar nature.

Once presented to the Board and approved, the school administration and the Board will be reluctant to substantially modify the annual school calendar, but the District cannot guarantee that no changes will be made.

LEGAL REF: Wisconsin Statutes Section 115.001, Section 115.01, Section 118.045, Section 120.12(15) & (27)

Policy Adopted: April 13, 2015