

Division of Funding and Disbursement Services

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 public school districts. Per Section 10-19 of the Illinois School Code, the calendar and any changes must be submitted and approved prior to the calendar or change taking effect. Below are a few checkpoints to review and verify prior to submission/approval:

- Verification that if a district enters a calendar code other than HOL on a legal school holiday (third Monday in January, February 12, 1st Monday in March, 2nd Monday in October or November 11) the district has conducted the appropriate process locally as described in Section 24-2 of the Illinois School Code.
- 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 Section 18-8.05 (see below).

ALLOWABLE PARENT/TEACHER CONFERENCE CONFIGURATIONS

Section 18-8.05 (F)(2)(d) of the Illinois School Code details allowable parent/teacher conference configurations as:

- A minimum of 5 clock hours of Parent/Teacher Conferences on 1 day; or
- Both a minimum of 2 clock hours of Parent/Teacher Conferences held in the evening following a full day of student attendance and a minimum of 3 clock hours of Parent/Teacher Conferences held on the day immediately following evening Parent/Teacher Conferences; or
- Multiple parent/teacher conferences held in the evenings following full days of student attendance in which the time used for Parent/Teacher Conferences is equivalent to a minimum of 5 clock hours.

****Please Note:** Any deviation from these allowable conference configurations requires a School Code waiver approved by the General Assembly. The calendar code WFPT – Full Day Parent/Teacher Conference Waiver is available once approval of the waiver has been granted by the General Assembly. A district must have waiver approval prior to submitting the calendar to the Regional Office of Education. 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 the Activity Times reported represents the actual activity times for the day being coded. Parent/Teacher Conference Activity Times should reflect the times conferences are conducted on the date coded as the Parent/Teacher Conference. If evening and day immediately following conferences are held the Activity Times should be reported as the conference times on the day immediately following and the previous evening conference times should be explained in the Brief Explanation. If the FPT is a compensation day for previous multiple evening conferences, the Activity Times should reflect the actual conference times of the previous multiple evenings and the previous multiple evening dates should be included in the Brief Explanation.
- Verification that an Act of God day (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.

GUIDELINES FOR SCHOOL CALENDAR PREPARATION

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

EXAMPLE 1:

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. **Instructional time does not include lunch, passing time or recess.**

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

EXAMPLE 2

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 a district must provide an instructional day in excess of the mandated minimum 5 clock hours (300 minutes).

Instructional Time does not include lunch, passing time or recess. The instructional time in excess of 5 clock hours is considered "bank" time. Once the district has accumulated (banked) 120 additional minutes, the district qualifies for a half-day school improvement day, coupled with 3 clock hours (180 minutes) of instruction. Once a Half-Day School Improvement Day has been taken, bank time goes back to zero. These days do count for General State Aid/Public School Calendar purposes.

(Citation 105 ILCS 5-18-8.05)

IRREGULAR DAYS

Conditions beyond the control of the school district that pose a hazardous threat to the health and safety of students, including adverse weather, may be reported using the Public School Calendar system via IWAS as follows:

Interrupted Days (Calendar Code **XID**) occur when a school district has provided at least one hour of instruction but must close due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students, including adverse weather. 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 do count for General State Aid/Public School Calendar purposes. For General State Aid purposes a full day of attendance may be claimed for students that were present the entire time the district was open. A student that was absent for some of the time the district was open may be claimed for half a day if at least 150 minutes of instruction was received.

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.
(Citation 105 ILCS 5/18-12)

Interruption of Individual Building (Does Not Affect the Official Public School Calendar)

A district with multiple individual buildings providing instruction that must dismiss students from one, but not all, individual buildings within the district, due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students, may claim attendance for General State Aid purposes of the students that were present in that interrupted individual building(s) provided at least one hour of instruction was provided. This situation does **not** affect the official public school calendar, but reporting of such day(s) must be made within 30 days of occurrence by submitting the required information electronically via the Public School Calendar system in IWAS using the menu item *Enter School Building Interruption/Closure* to the Regional Superintendent for forwarding to the State Superintendent for approval.
(Citation 105 ILCS 5/18-12)

Closure of Individual Building (Does Not Affect the Official Public School Calendar)

A district with multiple individual buildings providing instruction may claim attendance when the district must close one, but not all, individual buildings within the district, due to a condition beyond the district's control that poses a hazardous threat to the health and safety of the students prior to providing any instruction. The district may claim attendance for General State Aid purposes for a maximum of two school days using the average attendance of this individual building for the 3 student attendance days immediately preceding the closure date. This situation does **not** affect the official public school calendar, but reporting of such day(s) must be made within 30 days of occurrence by submitting the required information electronically via the Public School Calendar system in IWAS using the menu item *Enter School Building Interruption/Closure* to the Regional Superintendent for forwarding to the State Superintendent for approval.
(Citation 105 ILCS 5/18-12)

Closure of Individual Building due to a Public Health Emergency (Does Not Affect the Official Public School Calendar)

A district with multiple individual buildings providing instruction may claim attendance when the district must close one, but not all, individual buildings within the district, due to a public health emergency as determined by the Illinois State Board of Education in consultation with the Illinois Department of Public Health. The district may claim attendance for General State Aid purposes for the day(s) the building is closed using the average attendance of this individual building for the 3 student attendance days immediately preceding the closure date. This situation does **not** affect the official public school calendar, but reporting of such day(s) must be made within 30 days of occurrence by submitting the required information electronically via the Public School Calendar system in IWAS using the menu item *Enter School Building Interruption/Closure* to the Regional Superintendent for forwarding to the State Superintendent for approval.
(Citation 105 ILCS 5/18-12)

Delayed Start Days (Calendar Code **XDS**) may be used when a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students causes the regular start time of the district to be 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 do count for General State Aid/Public School Calendar purposes. For General State Aid purposes a full day of attendance may be claimed for students that were present the entire time the district was open. A student that was absent for some of the time the district was open may be claimed for half a day if at least 150 minutes of instruction was received.

Note: Delayed Start 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.
(Citation 105 ILCS 5/18-12)

Emergency Days (Calendar Code **ED**) may be used at the discretion of the district. An Emergency Day must be made up prior to the end of the school year. The School Code mandates that a minimum of 5 proposed emergency days must be built into the Proposed Public School Calendar. The ISBE recommends that an Amended Public School Calendar be completed and submitted via IWAS to the Regional Office of Education to report the use of the emergency day. Any unused proposed emergency days must be removed prior to submitting the Final Public School Calendar.
(Citation 105 ILCS 5/10-19)

Act of God Days (Calendar Code **AOG**) may only be applied for after the district has exhausted all of the Proposed Emergency Days built into the Proposed Calendar. Act of God Days may only be used for a condition beyond the control of the district that poses a hazardous threat to the health and safety of the students. These days must be approved by the Regional Superintendent and the State Superintendent of Education. Act of God Days reduce the required number of student attendance days in the Public School Calendar, but do not negatively impact General State Aid.
(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 receive a minimum of 3 clock hours of instruction. Be reminded, **instructional time does not include lunch, passing time or recess.** 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 allowable 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 **5 half-day** teacher in-service and/or parent/teacher conference provided that if the district does take all 5 half days, 1 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 following configuration options to choose from for a full-day parent/teacher conference

- Minimum of 5 clock hours of Parent/Teacher Conferences on 1 day. Use the calendar code *FPT – Full Day Parent/Teacher Conference* on this day. Activity Times would be reported as the conference times on this day.
- Both a minimum of 2 clock hours of Parent/Teacher Conferences held in the evening following a full day of student attendance and a minimum of 3 clock hours of Parent/Teacher Conferences held on the day immediately following evening Parent/Teacher Conferences. The first day would be coded as an *X – Pupil Attendance Day* and the second day would be coded as *FPT – Full Day Parent/Teacher Conference*. Activity Times would be reported as conference times on the day coded as FPT. The Brief Explanation would include the conference times for the previous evening conferences.
- Multiple parent/teacher conferences held in the evenings following full days of student attendance in which the accumulated time used for Parent/Teacher Conferences on these multiple evenings is equivalent to a minimum of 5 clock hours. The days that parent/teacher conferences are held in the evening following a full day of student attendance would be coded as *X – Pupil Attendance Day* and the compensation day would be coded as *FPT – Full Day Parent/Teacher Conference*. The Activity Times on the day coded as FPT would be the conference times for the previous multiple evenings. The Brief Explanation should include the dates of the previous multiple evenings.

Any deviation from these allowable conference configurations requires a School Code waiver approved by the General Assembly. The calendar code WFPT – Full Day Parent/Teacher Conference Waiver is available once approval of the waiver has been granted by the General Assembly. A district must have waiver approval prior to entering the calendar code and submitting the calendar to the Regional Office of Education. Waiver information can be found on the ISBE website at <http://www.isbe.net/isbewaivers/default.htm> or by telephone number 217/782-5270.

Full Day Teacher In-Service and Parent/Teacher Conference days count as a Calendar Day on the official Public School Calendar resulting in the reduction of the required number of student attendance days. See Example 2 on the first page of this document.

(Citation 105 ILCS 5/18-8.05)

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 age and grade level appropriate training in relation to warning signs of suicidal behavior as well as appropriate intervention and referral techniques; 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 communication training to effectively assist victims with regard to domestic and sexual violence including listening techniques as well as a knowledge base to connect youth victims with appropriate agencies, programs and services. 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 district students. Section 18-12, of the Illinois School Code allows the use of Interrupted School Days for “adverse weather conditions”. 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

The report of an Interrupted Day must be done within 30 days of occurrence by electronically submitting an Amended Calendar electronically via IWAS to the Regional Office of Education for forwarding to the State Superintendent 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 providing the reason the day was interrupted.

ISBE’s 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.

If an Emergency Day is utilized, the ISBE recommends that an Amended Public School Calendar be completed and submitted via IWAS to the Regional Office of Education to report the use of the emergency day.