**Directions for Completion of Calendar**

**Using the Calendar Key**

 Place the cursor on the box with the date you want to identify for a listed event, right click, then move the cursor to the fill icon on the toolbar and choose the appropriate color. Click and it will fill the box in with the appropriate code.

 Then move to the right column and type in any clarification of the event. For example, in August, Teacher In-service is typed in, but there are no dates as that will depend on the individual school’s calendar. The same is true for other holidays.

 Under *Months* you will also need to type in dates and activities. This would include any Teacher Prayer Days, In-service Days, etc.

**Guidelines for 2022-23 School Calendar:**

1. Maximum two half days per semester. To submit an appeal if more days needed, fill out *Early Dismissal Days* section of form CSO SPRING-240 and send with draft of school calendar.
2. Minimum 180 instructional days.
3. Minimum 10 professional development (6 hour) days.
	1. 1 of these days will be the diocesan professional development day, (October 21st)
	2. NCEA Conference – April 11-13, 2023 (this can be used as part of your 10 professional development days if all teachers attend).
4. Diocesan dates to know:
	1. First Administrators Meeting, August 2, 2022, 8:00-4:00, location TBD
	2. New Teacher Orientation, August 2, 2022, 9:00-3:30, location TBD
	3. Administrative Assistants Workshop, August 3rd, 9:00-11:00, location TBD
	4. Counselors Meeting, August 3rd, 12:00-2:00
	5. School Health Personnel Symposium, August 4, 2022, 9:00-3:00, location TBD
	6. Connect 2022 Conference, diocesan professional development day, October 21st, time and location TBD
5. IOWA testing week October 10-14, 2022
6. Virtus Lessons September 12-16, 2022, Lessons 5-6
7. Spring Break week: March 13-17, 2023
8. A school may not schedule graduation more than five instructional days before the completion of TCCB ED required instructional days.

**Other considerations:**

1. The State Fair does not designate a day as “Private School Fair Day”. Student tickets are good Monday-Friday from September 30th though October 23th. Schools are allowed to pick their Fair Day.
2. Parent/Teacher conferences count as Professional Development, not instructional days.
3. Inclement weather days: These are days that you use to make up for days you close the school, for example: health related, weather related, power outage, etc. Inclement weather days do not have to be scheduled if classes go virtual on days the school building has to close. Check box on calendar if going virtual.
4. Inclement weather days may not be scheduled after the last instructional day.
5. CSO does not mandate you take any of the following days off. You know your school community best and should decide if you are in session or out of school.

• Veterans Day (Nov. 11)

• Martin Luther King, Jr. Birthday (third Monday in January)

• Presidents Day (third Monday in February)

1. We encourage you to plan your calendar with other schools so you can plan Professional Development sessions together and share the cost. It also allows for teachers to collaborate with their peers, which is ideal for smaller sized schools.

**When you have completed the process:**

1. The number of days with no color plus the first and last day of instruction, the first and end days of quarter, ITBS testing, and early dismissal days, should be your 180 days of instruction.
2. On days like the first day of instruction which is also the start of quarter pick one color for the calendar and enter the other information under the month on the right.
3. The number of days in bright blue should be your minimum of 10 days of In-services. These may NOT be half days.
4. Do not distribute the calendar to the school community until it has been approved by Dr. Vereecke.
5. Send the draft calendar to mfriend@cathdal.org as soon as possible.
6. All draft calendars must be submitted no later than February 1st.
7. All submissions are considered drafts until they have been returned to you, signed by Dr. Vereecke.