



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 2024-25 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 unless going by instructional minutes. Then it is a minimum of 176 instructional days. Bell-to-Bell schedules must be submitted with the calendar and the calendar will not be approved until the schedules have been approved.
3. Minimum 10 professional development (6 hour) days.
4. Diocesan Fall Professional Development: August 30, 2024
5. Virtus Lessons: September 9-13, 2024, Lesson 2
6. IOWA testing week: October 14-18, 2024
7. Diocesan Spring Professional Development: January 17, 2025
8. Spring Break week: March 10-14, 2025
9. 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 27th through October 18th. Schools are allowed to pick their Fair Day.
2. Parent/Teacher conferences can count as Professional Development, NOT instructional days.



3. Inclement Weather Days: These days are scheduled to make up for days the school has to close the building, for example: health related, weather related, power outage, etc. Two (2) Inclement Weather Days must be scheduled unless classes are held virtually on days the school building has to close. Form CSO SPRING-205V-Virtual Learning Days Instructional Plan must accompany School Calendar if school plans to go virtual on inclement weather days.
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 (celebrated November 11th)
 - Martin Luther King, Jr. Birthday (third Monday in January)
 - Presidents Day (third Monday in February)
6. 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 (176 days if going by instructional minutes).
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 a minimum of 10 days of in-service. These may NOT be half days.
4. Do not distribute the calendar to the school community until it has been approved by Dr. Hammel.
5. Send the draft calendar to mfriender@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. Hammel.