



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 events and 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 2026-27 School Calendar:

1. Early Dismissal Days (maximum ten per year): Schools may dismiss early only after they have completed 240 instructional minutes (4 hours) of the school day. This minimum time allotment does not include recess or lunch period. Schools may dismiss early for faculty meetings, professional development, or other trainings. Five of the ten days may be used for early dismissal without professional development as follows:
 1. first day of school,
 2. day before Christmas Break,
 3. day before Easter Break,
 4. day before Spring Break, and
 5. last instructional day of school.
2. Minimum 180 instructional days unless going by 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 ten (10) professional development (6 hour) days. However, for schools going by minutes, every day reduced from the 180 instructional days needs to be added to required professional development days, e.g., 176 instructional days equals four additional professional days. Proof of professional development days completed will be submitted at the end of the school year.
4. All Schools will complete the "Campus Professional Development Record" form annually, no later than May 30th. This record reflects the development completed from the current school year. Please submit the form to Mary Friend.
5. Diocese of Dallas Catholic Schools Convocation, September 4, 2026 is a required professional development day for all faculty, staff, and administration.
6. NWEA Testing Window:
 - a. Beginning of the Year: September 14-25, 2026
 - b. Mid-Year: January 11-22, 2027
 - c. End of Year: April 12-23, 2027



Choose your testing days within testing windows, enter dates under Months on the right side, and code the calendar dates as "Other."

7. Virtus Lesson: October 19-23, 2026, Lesson 4
8. Diocese of Dallas Catholic Schools Conference January 15, 2027, is a required professional development day for all faculty and administration.
9. Spring Break week: March 15-19, 2027
10. A school may not graduate students before May 15th or schedule graduation more than five instructional days before the completion of instructional days.
11. The school year may not end before May 15th.

Other considerations:

1. The State Fair does not designate a day as "Private School Fair Day." Student tickets are good Monday-Friday from September 25th through October 18th. Schools are allowed to pick their Fair Day (optional). This day does not count as an instructional day.
2. Parent/Teacher conferences can count as instructional days if students are included in the meetings. Conferences do not count as Professional Development.
3. Inclement Weather Days: These days are scheduled to make up for days the school must close the building, e.g., health related, weather related, power outage, etc., two (2) Inclement Weather Days must be scheduled unless classes are held with synchronous learning on days the school building must close. CSO SPRING-205V-Virtual Learning Days Instructional Plan form must accompany the school calendar if the school plans to go with synchronous learning on inclement weather days.
4. Inclement Weather Days may not be scheduled after the last instructional day.
5. The following holidays are optional at the discretion of administration:
 - Veterans Day (celebrated November 11th)
 - Martin Luther King, Jr. Day (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 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, NWEA testing, and early dismissal days, should be 180 days of instruction (176 days if going by minutes).
2. Do not distribute the calendar to the school community until Jeannette Lambert has approved it.
3. Send the draft calendar to mfriend@cathdal.org as soon as possible.
4. All draft calendars must be submitted no later than February 11. 2026.
5. All submissions are considered drafts until they have been returned to administration, signed by Jeannette Lambert.