

PUBLIC SCHOOL CALENDAR GUIDELINES

--- 2020-21 School Year ---
(July 2020)

This is a compilation of guidelines and procedures,
supported by statute to assist Local Education Agencies and
Regional Offices of Education in reporting and approving
Public School Calendars

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Public School Calendar 2020-21 School Year

OVERVIEW

The Public School Calendar is a web-based system accessible via IWAS for districts and Regional Offices of Education (ROE) to enter and transmit proposed, amended and final calendars for approval. Per Section 10-19 of the School Code [105 ILCS 5/10-19] *each school board shall annually prepare a calendar for the school term, specifying the opening and closing dates and providing a minimum term of at least 185 days to ensure 176 days of actual pupil attendance.* Each ROE is assigned primary approval of all district calendars, including any changes. Illinois State Board of Education (ISBE) staff retained authority to approve regional office alternative school program calendars as well as certain types of days in district calendars.

Public Act 101-0642:

- Nov. 3, 2020 shall be a state holiday and deemed a legal school holiday. A waiver request to hold school activities for this holiday cannot be honored.

Public Act 101-0643:

- Creates a new school calendar day for Blended Remote Learning Days “XBRL”. This is a day when some students are on site at the school and others are remote learning. This day is an attendance day and counts towards the 176 day requirement.
- Allows up to 5 full Remote and Blended Remote Learning Planning Days or half day equivalents to count towards the 176-day requirement.

Half day code “XRPH” – This is an attendance day.

Full day code “RPD” – This is not an attendance day but counts toward the 176 day requirement.

- Allows Remote Learning Days “XRLD” to count toward the 176 day requirement. This is an attendance day.

TECHNICAL SUPPORT

Questions pertaining to the public school calendar should be directed to:
schoolcalendars@isbe.net

WHEN TO USE REMOTE LEARNING VS ON-SITE LEARNING VS BLENDED LEARNING

When should a district code a traditional “on-site” instructional day?

If the majority of students are attending in person instruction on a given day, then the Student Attendance Day “X” should be used.

Example: 70% of the students go into the school and are provided a minimum of 5 hours of instruction and school work.

When should a district code a Remote Learning Day?

If the majority of students are engaged in learning remotely on a given day, then the Remote Learning Day “XRLD” should be used.

Example: 51% of the students are away from the school buildings and utilizing the remote learning plan for the day.

When should a district code a Blended Remote Learning Day?

If the majority of the same students are engaged in learning both onsite and remotely on the same day, the day should be coded as “XBRL”. The same students must be receiving both types of instruction on the same day.

Example: 51% students go into the school for an amount of time and then utilize the remote learning plan for the remainder of the day.

ATTENDANCE DAYS VS DAYS THAT COUNT TOWARD ATTENDANCE

There has been some confusion with respect to days that count towards the public school calendar's 176 days of attendance requirement and actual attendance days. In some instances, a day may count toward the public school calendar requirement of 176 student attendance days but does not mean that student attendance will always be reported for that day.

Any day in the public school calendar system that starts with an "X" will have student attendance that should be reported in SIS and will be used for claim calculations. If the day starts with anything other than "X" there will be no actual attendance those days even if that day does count towards the student attendance requirement of 176 days.

Here is a list of the days for 2020-21 that count towards the 176 day requirement but are not attendance days and would not have student attendance reported in SIS nor be used for claim calculations:

- AOG – Act of God (can be used after all proposed emergency days have been used)
- RPD – Remote and Blended Remote Learning Planning – Full Day (up to 5 per school year)
- FPT – Full day Parent Teacher conferences (up to 2 per school year)
- FI – Full Day In-Service

SCHOOL CALENDAR PREPARATION GUIDELINES

PROPOSED CALENDAR

All school districts must prepare a proposed school calendar consisting of a minimum of 185 days to ensure 176 days of actual pupil attendance.

EXAMPLE:

Days towards Student Attendance	176
Maximum Teacher Institute Days	4
Minimum Proposed Emergency Days	5
Total Calendar Days	185

The school district regular term begin and end dates must be entered.

- **Begin Date** - The first day of school activity as determined by the local school board.
- **End Date** – The last day of school activity as determined by the local school board, including Proposed Emergency Days (calendar code XED).

AVAILABLE CALENDAR DAYS, CODES AND DEFINITIONS

Code	Type Day	School Code Section
AOG	Act of God Day	105 ILCS 5/10-19 and 18-12
ED	Emergency Day	105 ILCS 5/10-19
HOL	Holiday (Cannot be entered by a district)	105 ILCS 5/24-2
XRBL	Blended Remote Learning Day	105 ILCS 5/10-30
XRPH	Half day Remote or Blended Remote Planning Day	105 ILCS 5/10-30
RPD	Remote or Blended Remote Planning Full Day	105 ILCS 5/10-30
XRLD	Remote Learning Day	105 ILCS 5/10-30
XED	Proposed Emergency Day	105 ILCS 5/10-19
FPT	Full Day Parent/Teacher Conference Days	105 ILCS 5/10-19.05
NIA	Not in Attendance	NA
PI	Parent Institute	105 ILCS 5/3-11
TI	Teacher Institute	105 ILCS 5/3-11
TIH	Teacher Institute Workshop Holiday Waiver	105 ILCS 5/24-2
X	Student Attendance Day	105 ILCS 5/10-19
XH	Holiday Waiver	105 ILCS 5/24-2
FI	Full Day Teacher In-Service Days	105 ILCS 5/10-19.05
XHI	Half Day Teacher In-Service Days	105 ILCS 5/10-19.05
WFS	Full Day School Improvement Days	105 ILCS 5/10-19.05
XHS	Half-Day School Improvement Days	105 ILCS 5/10-19.05
XID	Interrupted Days	105 ILCS 5/10-19.05
XDS	Delayed Start days	105 ILCS 5/10-19.05
XELD	E-Learning days	105 ILCS 5/10-20.56

AOG – Act of God Day. Though not counted as a pupil attendance day, this is not required to be made up. Therefore, inclusion of these days on a school district’s calendar will contribute toward deeming a school district’s calendar as having met the requirement for 176 days of pupil attendance. A day that is used for a condition beyond the control of the district that poses a hazardous threat to the health and safety of the students. Act of God Days may only be requested after the district has exhausted all of the Proposed Emergency Days built into the proposed calendar.

Act of God Days must be approved by the Regional Superintendent and the State Superintendent of Education. Act of God Days count toward the required number of student attendance days in the Public School Calendar but are not attendance days and are not required to be made up.

ED - Emergency Day. Do not count toward the 176 day requirement and are not attendance days. A condition the district deems as an emergency and determines to close all district school buildings. Emergency Days must be made up prior to the end of the school year.

IMPORTANT: If an Emergency Day is utilized, it is recommended that an amended calendar be submitted electronically through IWAS to the Regional Office of Education for approval. This will ensure that the most up-to-date Public School Calendar is available online via the School Calendar Inquiry.

HOL – Holidays. Do not count toward the 176 day requirement and are not attendance days. Pre-populated. Per Section 24-2, the legal school holidays in Illinois are provided below. Districts can not add this code onto their calendars. If you have a holiday that your district celebrates other than the official holiday (ie. Presidents Day instead of Lincoln’s Birthday) that day needs to be coded “NIA”. School activities are permitted for those days underlined and in bold print.

- New Year’s Day (Jan. 1)
- **Martin Luther King, Jr. Birthday** (third Monday in January)
- **Lincoln’s Birthday** (Feb. 12)
- **Casimir Pulaski’s Birthday** (first Monday in March)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- **Columbus Day** (second Monday in October)
- 2020 General Election Day (Nov. 3)
- **Veterans Day** (Nov. 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (Dec. 25)

XRBL – Blended Remote Learning Days. These days count towards the 176 day requirement and are attendance days. This code should be used when a majority of the same students receive both in person and remote instruction on the same day.

XRPH – Half Day Remote or Blended Learning Planning Day. Because this is a half day it means students are in attendance for part of the day so therefore it counts towards the 176 day

requirement and is an attendance day. Up to 5 full days may be used and still count toward the 176 day requirement. These are days used for planning for Remote and Blended Learning.

RPD – Full Day Remote or Blended Learning Planning Day. Though not counted as a pupil attendance day, this is not required to be made up. Therefore, inclusion of up to five (5) of these days on a school district’s calendar will contribute toward deeming a school district’s calendar as having met the requirement for 176 days of pupil attendance. Up to 5 full days may be used and still count toward the 176 day requirement. These are days used for planning for Remote and Blended Learning.

XRLD – Remote Learning Day – These days count towards the 176 day requirement and are attendance days. This code is used when the majority of students are engaged remotely on a given day.

XED – Proposed Emergency Days – These days do not count toward the 176 day requirement and are not attendance days. The proposed calendars requires a minimum of 5 proposed emergency days be added onto the calendar. These days must be removed on the final calendar. If all the days have not been used then just adjust the school year end date at the top of the IWAS screen in the Public School calendar system to reflect the last day of school activity and these days will be removed. All of these must be used before AOG days are allowed.

FPT – Full Day Parent Teacher Conferences – Though not counted as a pupil attendance day, this is not required to be made up. Therefore, inclusion of up to two (2) of these days on a school district’s calendar will contribute toward deeming a school district’s calendar as having met the requirement for 176 days of pupil attendance. This code may be used if a day contains at least five clock hours of Parent Teacher Conferences.

ED – Emergency Days. These days do not count toward the 176 day requirement and are not attendance days. The health and safety of students are a primary concern for every school superintendent. Conditions beyond the control of the school district that pose a hazardous threat to the health and safety of students, including adverse weather such as snow, ice, extreme heat or extreme cold, etc., may result in district closure. Under these or similar circumstances, the district may use an emergency day up to a maximum of the number of proposed emergency days they entered on their proposed calendars. A district would change the day of the emergency closing to ED and change a XED day on their calendar to a different code. Emergency Days must be made up prior to the end of the school year.

NIA – Not in Attendance Day. These days do not count towards the 176 day requirement and are not attendance days. This code is used when there are no students engaged in learning as defined by the local school board. This code is primarily used for and breaks throughout the year as well district specific holidays.

PI – Parent Institute Day. These days do not count towards the 176 day requirement and are not attendance days. However, for each day less than the 4 combined TI and PI days allowed increases the 176 day requirement by an additional day. They may be used in place of a TI day.

A day used by the district to provide information on topics that the district deems as necessary to achieve the following purposes:

1. Enhance parental involvement in the education of the district's students;
2. Improve parental communication and involvement with the district;
3. Enhance parental knowledge of child development, district programs, school conditions, and societal problems threatening students; and
4. Improve parental skill development.

Parent Institute Days shall be designed by the school district upon consultation with the district's teaching staff, administrators, and parents' organizations. The district may provide appropriate personnel, including district staff, to conduct, attend, or participate in all or any portion of the institutes. Districts shall use every means available to inform parents and guardians about parental institutes and to encourage attendance at and active participation in such events.

Parental institutes may be held during that period of the day that is not part of the regular school day and may be held on Saturdays. Days scheduled for parental institutes may be scheduled separately for different grade levels and different attendance centers of the district.

Districts may establish reasonable fees, not to exceed the cost of holding parental institutes, for attendance and shall waive any fees so established for any parents or guardians who may be unable to afford such fees. Nothing shall preclude districts from applying for or accepting private funds to conduct parental institutes.

A school district may utilize up to two days allowed by law for teachers' institutes to conduct parental institutes for the parents and guardians of children attending the district. No district may utilize Teacher Institute Days as Parent Institute Days without the consent of the district's in-service advisory committee created under Section 3-11. If a district does not have an in-service advisory committee, Parent Institute Days must be approved by the district's teaching staff.

TI - Teacher Institute Day. (maximum four days). These days do not count towards the 176 day requirement and are not attendance days. However, for each day less than the 4 combined TI and PI days allowed increases the 176 day requirement by an additional day. A day used for any educational gathering, demonstration of methods of instruction, visitation of schools or other institutions or facilities, sexual abuse and sexual assault awareness seminar, or training in first-aid (which may include cardiopulmonary resuscitation or defibrillator training) held or approved by the Regional Superintendent and declared to be an institute day, or for parent-teacher conferences. Up to two Teacher Institute Days may be used as either parent-teacher conferences or parental institutes, as provided in Section 10-22.18d of the Illinois School Code. Teacher Institute Days used as parent-teacher conference days would use calendar code TI. Teacher Institute Days used as Parent Institute Days would use calendar code PI.

X - Student Attendance Day. These days count towards the 176 day requirement and are attendance days. A day for which students are receiving in person instruction as defined by the local school board. This code should be used when the majority of students are receiving in person instruction on a given day.

FI – Full Day Teacher Inservice – Though not counted as a pupil attendance day, this is not required to be made up. Therefore, inclusion of these days on a school district’s calendar will

contribute toward deeming a school district's calendar as having met the requirement for 176 days of pupil attendance. A full day In-service would include a training program to identify suicidal behavior, instruction of appropriate intervention and referral techniques; Acquired Immunodeficiency Syndrome (AIDS) training with regard to the nature of the disease, causes and effects, detecting and preventing transmission, as well as other health topical training that is age and grade level appropriate.

XHI – Half Day Teacher Inservice - These days count towards the 176 day requirement and are attendance days since students will be instructed for a half day. A Half Day In-service would include a training program to identify suicidal behavior, instruction of appropriate intervention and referral techniques; Acquired Immunodeficiency Syndrome (AIDS) training with regard to the nature of the disease, causes and effects, detecting and preventing transmission, as well as other health topical training that is age and grade level appropriate.

XHS – Half Day School Improvement – These days count towards the 176 day requirement and are attendance days. A district may qualify for a half day school improvement day by providing an instructional day (instructional time does not include lunch, passing time or recess) in excess of 5 hours (300 minutes). Any time above and beyond the 300 minutes may be banked to accumulate 120 minutes at which time the district qualifies and may schedule a half day school improvement day. Once the day has been scheduled the bank time resets back to zero and an additional 120 minutes must be banked prior to scheduling another half day school improvement day.

XID – Interrupted Day – These days count towards the 176 day requirement and are attendance days. An interrupted day is a day in which the district has provided at least 1 hour of instruction but must close prior to providing 5 hours instruction due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students.

XDS – Delayed Start days - These days count towards the 176 day requirement and are attendance days. A delayed start day is a day in which the district is unable to provide the minimum 5 hours of instruction due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students that delays the start of the school day, i.e. fog.

XELD – E-Learning Days - These days count towards the 176 day requirement and are attendance days. This code may be used when a district has an approved e-learning plan and is using it to provide instruction to students. Unless under an emergency order, the use of these days is limited to the number of proposed emergency days on the proposed calendar.

SCHOOL ACTIVITIES ON LEGAL HOLIDAYS

Section 24-2 of the School Code allows school activities to occur and be coded in the Public School Calendar on five legal school holidays (Martin Luther King (third Monday in January), Abraham Lincoln (Feb. 12), Casimir Pulaski, (first Monday in March), Christopher Columbus (second Monday in October), and Veterans Day (Nov. 11), provided that:

1. The person or persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, are recognized on the first school day preceding or following that day.
2. The entity choosing to exercise this authority first holds a public hearing about the proposal. The entity shall provide notice preceding the public hearing to both educators and parents. The notice shall set forth the time, date and place of the hearing, describe the proposal, and indicate that the entity will take testimony from educators and parents about the proposal.
3. Provided these requirements are met, the district has the flexibility to use the day as a holiday or for school activities as described in the proposal. If school activities are conducted on the legal school holiday, the entity codes the Public School Calendar as appropriate for the activities.

Note - A school holding any kind of event on Nov. 11, Veterans Day, must include a moment of silence at the event to recognize veterans of foreign wars. (Public Act 96-0084)

DAYS REQUIRING WAIVERS

WFS – Full Day School Improvement – These days count towards the 176 day requirement but are not attendance days. An approved waiver allows districts to utilize banked instruction time over the minimum requirement to take a full day of School Improvement. A district may qualify for a full day school improvement day by providing an instructional day (instructional time does not include lunch, passing time or recess) in excess of 5 hours (300 minutes). Any time above and beyond the 300 minutes may be banked to accumulate 300 minutes at which time the district qualifies and may schedule a full day school improvement day. Once the day has been scheduled the bank time resets back to zero and an additional 300 minutes must be banked prior to scheduling another full day school improvement day.

TIH - Teacher Institute /Workshop Holiday Waiver – A day when circumstances necessitate that a teacher institute/workshop be held on a holiday other than one of the five allowable days under Section 24-2 of the School Code.

XH - Pupil Attendance Holiday Waiver – A day when circumstances necessitate that a student attendance day be held on a holiday other than one of the five allowable days under Section 24-2 of the School Code

In either instance, the district must adhere to the follow guidelines:

1. Beginning Jan. 1, 2013, all applicants for any type of waiver or modification must post a notice on the applicant's website at least 14 days in advance of the public hearing, stating the time, date, location and general subject matter of the hearing.
2. The posting of such information on the applicant's official website is in addition to the requirement to publish a notice of the public hearing in a newspaper of general circulation at least seven days prior to the hearing.
3. In addition to 1 and 2 above, districts and other applicants applying to increase the fee charged for driver's education (105 ILCS 5/27-24.2) must also publish the proposed amount of the fee as part of the website notice and the notice of public hearing placed in a local newspaper.
4. All other public notice requirements that apply to the waiver process remain in effect (written notice of public hearing provided at least seven days in advance to applicant's exclusive collective bargaining agent and advance written notice of public hearing provided to state legislators representing the territory of the applicant).

Additional information regarding the waiver process can be found at <https://www.isbe.net/Pages/Modifications-of-the-School-Codes-and-Rules-of-the-State-Board.aspx>.

AMENDED CALENDAR

An amended calendar may be submitted only after the proposed calendar has been approved by the Regional Office of Education. Calendar amendments are necessary due to changes determined by the district or for unanticipated circumstances out of the control of the district such as the use of Emergency or Act of God days.

Amended calendars should be submitted to the respective regional office within 30 days of the change or event. The calendar changes must be submitted and approved by the Regional Superintendent of Schools before the calendar or changes may take effect. There is no limit to the number of amended calendars that a district may submit for approval.

The document type selected in the calendar system must be **Amended Public School Calendar**.

FINAL CALENDAR

The recommended due date for submitting the final calendar is the last day of school.

The document type selected in the calendar system must be **Final Public School Calendar**.

Checkpoints prior to approval of final calendar.

Note: If an Amended Public School Calendar is in “draft” status, i.e. has not been submitted for RCDT Administrator or Regional Office of Education (ROE)/Intermediate Service Center (ISC) approval, leave the calendar in draft status and proceed entering the final calendar. If an Amended Public School Calendar has a “submitted” status, it must complete the process, i.e. receive approval from the ROE/ISC before a final calendar may be accessed.

The **Regular School End Date** is the last day of school activity. Any unused proposed Emergency Days (Calendar Code XED) that are coded at the end of the school calendar must be removed by correcting the **Regular School End Date** to the last day of actual school activity. Once the Regular School End Date has been updated, the calendar codes after that date are truncated.

- Verify that any Emergency Days used are coded as (ED) on the day(s) the district was closed.
- Verify Total Calendar Days = at least 180
- Verify that Total Attendance Days = at least 176.

SPECIAL CIRCUMSTANCES

A special circumstance is an event that causes one or more school buildings or the entire district to close due to circumstances beyond the control of the district.

School District Closure

The health and safety of students are a primary concern for every school superintendent. Conditions beyond the control of the school district that pose a hazardous threat to the health and safety of students, including adverse weather such as snow, ice, extreme heat or extreme cold, etc., may result in district closure. Under these or similar circumstances, the district has the following options:

- a. **Emergency Day (calendar code ED)** - The district can convert one of its five Proposed Emergency Days (calendar code XED) and use it as an Emergency Day. Emergency Days must be made up prior to the end of the school year.
- b. **Act of God Day (calendar code AOG)** - If all of the Proposed Emergency Days have been utilized, the district can request an **Act of God Day** (calendar code AOG). When an Emergency or Act of God day is used, an amended calendar must be submitted using the Public School Calendar system in IWAS within 30 days of occurrence.

- c. **Interrupted Attendance Day-** Since the local school board determines what constitutes an instructional day, if students attend part of a day but are dismissed early due to a hazardous threat to the health and safety of the students, the day will be recognized as an instructional day. The day will be counted as part of the required 176 student attendance days and a calendar change is not necessary.

Individual School Building Closure Due to Public Health Emergency

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 the day(s) the building is closed using the average attendance of this individual building for the three 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.

(In order to claim attendance, the district must follow the steps outlined below to justify a school building closure to student attendance due to a public health emergency):

1. The school district must consult with a local health department in its area and request a written statement from that entity. The school district must then submit that signed statement to ISBE that includes:
 - The name of the building that is being recommended for closure.
 - The specific public health emergency that warrants the closure.
 - The anticipated dates(s) that the building will be closed as recommended by the health department.
2. Once the signed statement is received, ISBE will consult with the Illinois Department of Public Health to determine that a public health emergency exists.
3. If verified, the district and the appropriate Regional Office of Education will be notified that a public health emergency exists and the district will be allowed to submit an electronic request of the building closure.

Reporting Individual School Building Closures

When a closure affects an individual building or buildings as described in Section 18-12, the closure must be reported within one month of the occurrence to the Illinois State Board of Education via the electronic Public School Calendar system available in IWAS.

Procedures for the District Document Author to report and submit the request for individual school building closure in the Public School Calendar system in IWAS to the District Administrator.

1. Login to the Public School Calendar system in IWAS.
2. Choose menu item “Enter School Building Interruption/Closure.”
3. From the dropdown, select the school building that was closed.
4. Click on the “Closure” button.
5. Select the month and day of the closure.
6. Click the “Continue” button. **Note:** Individual entry must be made for each day the building was closed.
7. Enter the reason for the closure in the box provided.
8. Click the “Save Page Entry” button.
9. Click the “Submit” button to forward the information to the appropriate district staff/ for approval. You will see a confirmation screen indicating that the request has been submitted.

Procedures for the District Administrator to approve and submit the request for individual school building closure in the Public School Calendar system in IWAS to the local Regional Superintendent.

1. Login to the Public School Calendar system in IWAS.
2. Choose menu item “Approve – School Building Interruption/Closure.”
3. From the dropdown, select the school building that was closed and click the “Continue” button.
4. Click the “Approve” link.
5. Verify that the information is accurate.
6. Click the appropriate button to submit to the Regional Superintendent for approval or to disapprove the request if the information needs to be revised.

Section 18-12 of the School Code provides that if a district must close one or more recognized school buildings, but not all district buildings, attendance may be claimed for that building for a maximum of two days. The attendance for that building for the affected day(s) would be based on the average attendance of that building for the three prior student attendance days immediately preceding the closure/interruption.

SCHOOL CALENDAR – QUESTIONS AND ANSWERS

Where can I find previous year public school calendars? Previous year public school calendars as far back as the 2004-2005 school year can be found using the School Calendar Inquiry page, <https://apps.isbe.net/SchCallInquiry/SchCallInquiry.aspx>.

How many days were approved for Act of God days in the 20XX-20XX school year? How many emergency days were approved in the 20XX-20XX school year? Previous year public school calendars can be found on the School Calendar Inquiry page, <https://apps.isbe.net/SchCallInquiry/SchCallInquiry.aspx>. Reports can be run from this page to provide information from previous school years such as the questions asked here. Once on this page choose the report Calendar Codes by Date Range, choose the correct school year, choose district if specific district or county if more of a range is wanted. Choose specific district, county or all counties from the dropdown. Select the calendar code, school type and enter date range (to capture entire school year use July 1, 20XX through June 30, 20XX, then click the continue button. This will display the information from the latest approved calendar which for previous years would be the Final Calendar.

How do I enter a Proposed Calendar? This is done in IWAS using the Public School Calendar system found under System Listings. Once logged into the system choose Enter Calendar, the correct School Year, Continue, then click the Enter link all the way to the right for the Proposed Calendar that is either Not Entered or Draft status. Further questions on how to make corrections/updates are addressed in the User Guide menu option found at the top of the page.

What is the minimum number of days that must be included on a Proposed Calendar? A Proposed Calendar must include at least 185 Total Calendar days.
Citation 10-19 of the Illinois School Code

How do I enter an Amended Calendar? This is done in IWAS using the Public School Calendar system found under System Listings. Once logged into the system choose Enter Calendar, the correct School Year, Continue, then click the Enter link all the way to the right for the Amended Calendar that is either Not Entered or Draft status. Further questions on how to make corrections/updates are addressed in the User Guide menu option found at the top of the page.

How do I enter a Final Calendar? Final calendars are not available until after May 1 of the current school year. Entering a Final Calendar after May 1 is done in IWAS using the Public School Calendar system found under System Listing. Once logged into the system choose Enter Calendar, the correct School Year, Continue, then click the Enter link all the way to the right for the Final Calendar. Further questions on how to make corrections/updates are addressed in the User Guide menu option found at the top of the page.

What is the minimum number of days that must be included on a Final Calendar? A district must have at least 180 Total Calendar days on the Final Calendar.
Citations 10-19 of the Illinois School Code

What is the minimum number of pupil attendance days required? A final calendar must include a minimum of 180 total calendar days. Of the 180 total calendar days 4 days may be used as Teacher Institute days. This is from where the 176 student attendance days referred to in Section 10-19 of the Illinois School Code comes, however the 176 days can be further reduced if a district includes in its calendar a full day for parent/teacher conferences and/or full day teacher in-service for which a maximum of 2 full days may be scheduled, reducing the 176 further by 2, making the minimum 174 actual pupil attendance days.

Citation 10-19 and 10-20.56 of the Illinois School Code

NOTE: If a district has a General Assembly approved waiver to have full day school improvement days the minimum 174 pupil attendance days can be further reduced by the number of days approved by such waiver.

How many hours are required for a legal school day? A legal school day requires 5 hours of school work (instruction). Instructional time does not include lunch, passing time or recess.

Citation 10-19.05 of the Illinois School Code

How many hours are required if the district wants to start the school day late or end the school day early one day a week to allow staff to conduct school improvement activities? A full day of school requires 5 hours of school work (instruction). Instructional time does not include lunch, passing time or recess. If a district wants to start the school day late to allow staff to conduct school improvement activities but is still able to provide 5 hours of instruction even after the late start the calendar is not affected. If a district is unable to provide 5 hours of instruction due to the late start the calendar is affected and the day should be coded on the calendar as half day school improvement day (calendar code XHS) provided sufficient time has been banked since the last scheduled half day school improvement day.

Citation 10-19.05 of the Illinois School Code

How does a district qualify for a half day school improvement day? A district may qualify for a half day school improvement day by providing an instructional day (instructional time does not include lunch, passing time or recess) in excess of 5 hours (300 minutes). Any time above and beyond the 300 minutes may be banked to accumulate 120 minutes at which time the district qualifies and may schedule a half day school improvement day. Once the day has been scheduled the bank time resets back to zero and an additional 120 minutes must be banked prior to scheduling another half day school improvement day.

Citation 10-19.05 of the Illinois School Code

How many hours of institute activities are required for a Teacher Institute Day? A minimum of 5 hours of school work must be completed for a day to count toward the calendar, therefore a minimum of 5 hours of institute activities must be completed on a Teacher Institute day for the day to count toward the calendar. School work (instructional time) does not include lunch, passing time or recess.

Citation 10-19.05 of the Illinois School Code

Must a district make up all strike days? Whether or not days a district is on strike are made up is a local administration decision which is normally determined as part of the settlement agreement. This is not an ISBE issue. Days not made up that leave the Final Calendar with less the 180 total calendar days could result in recognition issues but questions concerning recognition issues currently handled by the Division of General Counsel at ISBE.

May Emergency Days be used for strike days? Yes. Emergency days may be used at the discretion of the district for whatever the district deems an emergency, including a strike, administrator/teacher/employee/student funeral, state basketball tournament. The logic is these days are required to be made up prior to the end of the school year.

May Act of God Days be used for strike days? No. Act of God days may only be accessed after all of the Proposed Emergency Days have been used (converted from proposed to used) and the reason for the closure must be an act of God (snow, flood, tornado) or a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students. Act of God days are not required to be made up and must be approved by ISBE. The request for approval is done by completing an Amended Calendar, submitting it to the ROE/ISC for forwarding on to ISBE.

A Brief Explanation as to why the district was closed is required.

What are the rules for continuing education during a strike (work stoppage)? Rules for work stoppage can be found in Part 1, Subpart D, Section 1.420 Basic Standards, f) 3) of Rules Currently in Effect, <http://www.isbe.net/rules/archive/default.htm> which states:

3) A school district shall be considered to have conducted a legal school day, which is eligible to be counted for General State Aid, when the following conditions are met during a work stoppage.

A) Fifty percent or more of the district's students are in attendance, based on the average daily attendance during the most recent full month of attendance prior to the work stoppage.

B) Educational programs are available at all grade levels in the district, in accordance with the minimum standards set forth in this Part.

C) All teachers hold educator licenses that are registered with the regional superintendent of schools for their county of employment. Other than substitute teachers, licensure appropriate to the grade level and subject areas of instruction is held by all teachers.

What is an Interrupted Day? An interrupted day is a day in which the district has provided at least 1 hour of instruction but must close prior to providing 5 hours instruction due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students. When situation occurs it must be reported by completing an Amended Calendar for submission to the ROE/ISC within 30 days of the occurrence.

Citation 10-19.05 of the Illinois School Code

What is a Delayed Start Day? A delayed start day is a day in which the district is unable to provide the minimum 5 hours of instruction due to a condition beyond the control of the school district that poses a hazardous threat to the health and safety of the students that delays the start of the school day, i.e. fog. When this situation occurs it must be reported using an Amended Calendar must be completed for submission to the ROE/ISC within 30 days of the occurrence.

Citation 10-19.05 of the Illinois School Code

Are there a required number of hours/minutes that must be provided on a Delayed Start day?

The school code does not provide a minimum number of hours/minutes that must be provided on a Delayed Start day. The Code does provide a requirement for an Interrupted day (1 hour of instruction must be provide to count as an Interrupted day), but delayed start has no such requirement.

How is attendance claimed for Interrupted/Delayed Start days? A full day of attendance may be claimed for a student that was in attendance for the entire time the district was open. If the student was absent for part of the time the district was open, i.e. dental appointment, then it would fall back to the 150 minute rule, if the student received less instruction than the entire time the district was open but at least 150 minutes, the student could be claimed for half a day of attendance. If the student received less than 150 minutes of instruction no attendance may be claimed.

Citation 10-19.05 of the Illinois School Code

May days scheduled for In-service activities, Staff Development activities, or Parent-Teacher Conference, be scheduled separately for different grade levels and different attendance centers? Yes these activities may be scheduled separately for different grade levels and attendance centers.

Citation 10-19.05 of the Illinois School Code

Does a district have to hold a public hearing locally to waive legal school holidays? Yes, a district may hold a public hearing locally to waive 5 specific legal school holidays, (Columbus Day, Veterans' Day, Martin Luther King's Birthday, Abraham Lincoln's Birthday and Casimir Pulaski's

Birthday). Once the described process is complete there is no expiration of such waiver. See this [link](#) for further information regarding waiving these legal school holidays. All other legal school holidays a district wishes to waive require completing the waiver process as described at this [link](#) to receive ISBE approval.

Citation 24-2 of the Illinois School Code

What qualifies as instructional activities honoring the people represented by legal school holidays? How the instructional activities are administered is a local issue, however instructional time does not include lunch, passing time or recess so instructional activities provided during lunch, passing time or recess would not qualify.

Citation 10-19.05 of the Illinois School Code.

How are General Assembly approved waivers added to the Public School Calendar? Twice a year ISBE submits a waiver report to the General Assembly for which approval/denial is granted in late May/early June or late November/early December. General Assembly approved waivers that Funding and Disbursement receives from General Counsel staff and include Full Day In-Service Waiver (calendar code WFI), Full Day Parent/Teacher Conference Waiver (calendar code WFPT), Full Day School Improvement Program Waiver (calendar code WFS), Half-day Parent/Teacher Conference Waiver (calendar code XXPW) and Half-day School Improvement Program Waiver (calendar code XHSW). These calendar codes are only accessible to districts that have a General Assembly approved waiver as they must be added to the Public School Calendar system by an ISBE administrative level user. These waivers are added by clicking menu option Add/View Waiver, choose the appropriate school year(s) for which the waiver is approved from/to (maximum of 5 years), then choose the school district from the drop down box. The Waiver Type for a General Assembly approved waiver is Other so verify that is selected, choose the appropriate waiver from the drop down box, enter the number of times the district has approval to use the waiver each school year and click save. Once the waiver(s) has been saved the View Waivers button can be clicked to view the waiver was added as well as see what other waivers the district may already have.

If less than 50% of a district's students are in attendance may the day still be counted as a calendar day for Public School Calendar and General State Aid purposes? There is no student attendance percentage requirement for public school districts on a normal school day. The 50% requirement only applies during a strike situation.

What is the process for an Individual School Building Interruption/Closure? If a school district provides instruction in more than one building and one of those buildings must close due to a condition that poses a hazardous threat to the health and safety of the students it is considered an Individual Building Interruption/Closure. The day is considered an interruption if at least one hour of instruction was provided prior to the building being closed. The day is considered a closure if no instruction or less than one hour of instruction was provided prior to the building being closed. Individual Building Interruption/Closure does not affect the public school calendar, however the district must report the interruption/closure within 30 days of the occurrence using the menu option *Enter School Building Interruption/Closure* in the Public School Calendar system. Once the district has chosen the building; type of day; date of interruption/closure; if applicable, instructional time; and a brief explanation the electronic form is submitted to the appropriate ROE/ISC for approval and forwarding to ISBE for approval. ISBE uses the menu option *View Approve Reset School Building Interruption/Closure*. After verifying the district has multiple buildings, (using the Entity Profile System) appropriate instructional times (at least one hour prior to building closing) and appropriate brief explanation (describing a condition beyond the control of the district that posed a hazardous threat to the health and safety of the students) it the submission can be approved.

Citation 10-19.05 of the Illinois School Code

How is attendance claimed for Individual Building Interruption day? A full day of attendance

may be claimed for a student that was in attendance for the entire time the school building was open on an Individual Building Interrupted day. If the student was absent for part of the time the district was open, i.e. dental appointment, then attendance would be based on if the student received at least 150 minutes of instruction a half day of attendance may be claimed. If the student received less than 150 minutes of instruction no attendance may be claimed.

How is attendance claimed for Individual Building Closure day? Attendance for an individual building closure is based on the average attendance of the affected building for the 3 school days immediately preceding the closure for that building, i.e. the individual building is closed on November 4, the attendance for November 4 would be the result of dividing the sum of that building's attendance on the attendance of November 1, 2, and 3 by 3 to determine the average. Citation 18-12 of the Illinois School Code

What is a Remote Learning Day on the school calendar? Per emergency rules at 23 Ill Admin. Code 5.10 (a), "when a Gubernatorial Disaster has been proclaimed or when any other exigent circumstance exists, as deemed by the State Superintendent, the State Superintendent may declare a requirement to use Remote Learning Days for a district, multiple districts, a region, or the entire State. During Remote Learning Days, schools must conduct instruction remotely. Once declared, Remote Learning Days will be implemented in any of grades pre-kindergarten through 12 as days of attendance and shall be deemed pupil attendance days for calculation of the length of a school term under Section 10-19 of the School Code."

What are Remote and Blended Learning Planning Days? Per 23 Ill Admin. Code 5.10 (c), Remote and Blended Learning Planning Days may be used "consecutively or in separate increments, to develop, review, or amend its Remote and Blended Learning Day Plans.

May a district use all five of its Remote and Blended Learning Planning Days at the beginning end of the school year? Yes, provided that the Remote Learning Planning Days are being used to review or amend the district's Remote Learning Day Plan or to plan for transitioning back to on-site instruction.

When should a district code a traditional "on-site" instructional day, a Remote Learning Day and a Blended Remote Learning Day? When a majority of students are engaged in learning on-site for a particular day, the day should be coded as on-site ("X"); when a majority of students are engaged in learning remotely for a particular day, the day should be coded as remote learning ("XRLD"); when a majority of the same students are engaged in learning both onsite and remotely on the same particular day, the day should be coded as ("XBRL").

What is the minimum length of an "on-site" instructional day, Remote Learning Day or Blended Remote Learning Day? The State Superintendent has determined that Remote and Blended Remote Learning Plans must ensure at least five clock hours per day of a combination of instruction and school work for each student who would normally receive a full day of instruction any time remote or blended remote learning days occur. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the five clock hour expectation. Nevertheless, ISBE strongly recommends that on any Remote learning day that at least 2.5 hours per day of synchronous learning with real-time instruction and live interaction between students and their teachers take place.

May a school district hold a school calendar day on November 3, 2020 (General Election Day)? No. Public schools cannot be open for any purpose on November 3, 2020. Districts may not hold any school calendar-related days on that day (instructional days, parent/teacher conferences, teacher institute days, school improvement days, etc.). Further, since changes were made to the Election Code (which does not allow for waivers) concurrently with the School Code, districts may not be granted a waiver for this one-time holiday.

