

Each year, no later than the March board meeting, the School Board will approve an annual school calendar for the next school year.

The calendar shall contain the following: the days for direct student instruction, the beginning and ending of school quarters and semesters, collaborative release times (CRT), breaks, graduation, holidays, professional development days, parent conferences, and the mandated days for special observations set forth in WI Stat. 118.02.

The District Administrator shall prepare a proposed annual school calendar and present the proposed calendar to the Board in January to allow for public comment in February and approval in March. In preparing a proposed annual school calendar, the District Administrator shall consider and attempt to balance multiple relevant factors, such as the following:

1. Promoting the overall effectiveness of the District's instructional programs;
2. Meeting or exceeding state-defined requirements for days and hours of direct student instruction;
3. Operational efficiency, including planning for inclement weather days and other possible emergency closures;
4. Coordinating the District calendar with known school-sponsored and community-based activities that may affect student attendance and learning; and
5. The expectations or preferences that have been expressed by District staff and by school families, including potential burdens that particular school schedules may place on staff and school families.

When presenting the proposed school calendar to the School Board, the District Administrator shall identify at least the following:

1. An assurance that the total number of days on the proposed calendar meets the state's minimum annual number of school days;
2. The extent to which the planned hours of student instruction meets or exceeds the minimum requirements established by applicable laws and regulations; and
3. A brief narrative that describes the extent to which the proposed school calendar and schedule deviates, if at all, from the general patterns of recent school years.

Once presented to the Board and approved, the school administration and the Board will be reluctant to substantially modify the annual school calendar, but the District cannot guarantee that no changes will be made.

Should the number of student attendance days fall below the state allowed minimum such days shall be made up as a part of the school year in which they are missed. The administration shall

annually develop rules governing such make-up times.

Adopted: May 1989 Revised: April 1991

March 1994 August 2000

Legal References:

Wisconsin Statutes

- [Section 115.001](#) [definitions; including "school year," "school term," etc.]
- [Section 115.01](#) [classifications; including the definition of "school day"]
- [Section 118.045](#) [commencement of school term; September 1st start date]
- [Section 120.12\(15\)](#) [board duty to establish the hours of a normal school day]
- [Section 120.12\(27\)](#) [school closings and re-openings]
- [Section 121.02\(1\)\(f\)](#) [school district standards; days and hours of instruction]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(f\)](#) [school district standards; days and hours of instruction]
- [PI 8.01\(4\)](#) [waivers from school hours]
- [PI 27](#) [commencement of school term]

Adopted: October 1975

Revised: March, 1986, August 2000, May 2013