

## **ARCHDIOCESAN CALENDAR REGULATIONS 2014-2015**

### **CALENDAR:** Policy Handbook #5.1

A school calendar shall be established for each school year by the Office for Catholic Schools and shall conform to the requirements of Washington State Law for non-public schools set forth in the annual approval forms. The calendar sets forth guidelines for Policy #5.1. Elementary and secondary schools may choose the Archdiocesan calendar, the calendar of the school district in which they are located, or a combination of the two calendars. Principals shall submit their school calendar to the Office for Catholic Schools by the end of March. Principals are requested to inform the Office for Catholic Schools in advance of any alteration or adjustment to be made on the calendar.

### **LENGTH OF SCHOOL YEAR:**

According to Washington State Law WAC 180-90-160: The minimum school year for instructional purposes consists of no less than 180 days or the equivalent in annual minimum program hour offerings as prescribed in RCW 28A.150.220.

**INSTRUCTIONAL HOURS:** RCW 28A.150.220 specifies the total number of instruction hours per year for students; in grade K = 450 hours; grades 1-12 = 1000 hours. The length of the school day should be planned so that the instructional hours meet the required hours at each grade level. Instructional hours are defined as the total number of hours when students are provided the opportunity to engage in educational activities. . . "inclusive of intermissions for class changes, recess and teacher/parent-guardian conferences which are planned by and scheduled by the district for purposes of discussing students' educational needs or progress, and exclusive of time actually spent for meals." In this context, "total program hour offering" refers to the number of hours school is in session annually, i.e., the average length of the school day multiplied by the number of days school is in session. In computing instructional hours, time spent by faculty at meetings, in-service, etc. is not computed as part of the time block. When completing state approval forms, difficulties or variances in fulfillment of this minimum requirement should be indicated.

**EARLY DISMISSAL SCHEDULE:** In-service sessions are a necessary component of quality instruction. School administrators, however, should make sure that such sessions do not unduly detract from the time required for actual instruction. In-service: local and/or regional in-service should not be planned within the context of program hour offerings. Office for Catholic Schools In-service: as scheduled on calendar. Where feasible there may be a commonality to school calendars in each deanery.

### **EMERGENCY CLOSURE:** Policy Handbook #5.7

The principal, in deciding upon temporary closure of school for a particular reason, should make provision for notification of parents and for proper supervision of students, if necessary. Notification of closure should be made to the Office for Catholic Schools.

### **INCLEMENT WEATHER:** Policy Handbook #5.7

Ordinarily, schools will close for inclement weather whenever the public schools in the district close. When inclement weather makes it necessary to close school, parents will receive notice by radio and are asked to listen to early morning broadcasts. Each school principal is responsible for notifying the radio station. The Office for Catholic Schools will supply station phone numbers, etc., to schools in the Greater Seattle Area.