

## **ARCHDIOCESAN CALENDAR REGULATIONS 2015-2016**

**CALENDAR:** Policy Handbook #5.1 (A) The Office for Catholic Schools shall establish a standard school calendar for each school year that indicates when religious holidays and required meetings for Catholic school principals and teachers are to be observed and conforms to the requirements of Washington State Law for non-public schools as set forth in the State of Washington's annual approval forms. For academic purposes, school may choose the calendar of the school district in which they are located or create a calendar of their own, provided it conforms to state guidelines stated in the Basic Education Act and observes Archdiocesan policy concerning religious holidays and required meetings. (D) School Administrators shall submit their school calendar to the Office for Catholic Schools for approval by mid-March prior to each school year.

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

According to Washington State Law WAC 180-16-215: 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 to be at least; in grade K = 450 hours; grades 1-6 = 1000 hours; and 1080 hours in grades 7-12. 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 region.

### **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 predetermined method and are asked to listen to early morning broadcasts. Each school principal is responsible for notifying the TV/radio station. The Office for Catholic Schools will supply station phone numbers, etc., to schools in the Greater Seattle Area.