

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

EDUCATIONAL PROGRAMS

School Calendar

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that each school adopt an annual academic calendar that may not begin for students prior to state determined start date for schools. Employees may be required to report to work at the school prior to determined start date for students.

For schools who may choose to use a Continuous Learning or Year-Round calendar, these schools will use the steps outlined in Diocesan policy 326 for making a change to the program or operation of the school. This process will include filing the appropriate waiver application with the Department of Education.

The academic school year for students must be for a minimum of 1080 hours or 180 days. The school calendar must include, but is not limited to, the days for student instruction, staff professional and spiritual development, in-service days and parent-teacher conferences. Professional Development may not be counted for required instructional hours.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program (IEP).

The local board, in its discretion, may excuse graduating seniors from up to 30 hours of instruction after the school requirement for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school's graduation requirements. (281-IAC 12.1(7))

It is the responsibility of the school administrator to develop the school calendar for presentation to the local board each year. The administrator is responsible for including the reporting date on the Spring Basic Educational Data Survey (BEDS) report for the state. The school's calendar will be submitted to the Catholic Schools Office each spring after the presentation to the board.

The administrator may amend the official school calendar if a change is determined to be in the best interests of the school's education program. The administrator will communicate any changes to the stakeholders as well as the Catholic Schools Office.

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