ARCHDIOCESE OF CHICAGO - Office of Catholic Schools

2024-2025 School Calendar

|  |  |  |
| --- | --- | --- |
| **St. Benedict Preparatory School – Irving Park**  |  | **773-463-6797**  |
| School |  | Phone |
| **3900 N Leavitt Street**  |  | **Chicago**  |  | **60618** |
| Street Address |  | City |  | Zip |
| **School** **Hours** | **8:00** | am | **3:00** | pm |  | **Lunch Period** | **25** |  | **Recess Minutes** | **30** | **25** | **25** | **25** | **25** | **25** | **25** | **25** | **25** |
| *Begin* | *End* |  | Mins |  | *K* | *1st* | *2nd* | *3rd* | *4th* | *5th* | *6th* | *7th* | *8th* |
| **Start Date for each Quarter** | **Qtr 1** | 0/00/24 | **Qtr 2** | 00/00/24 | **Qrt 3** | 00/00/25 | **Qrt 4** | 0/00/25 |
| **Start Date for each Trimester** | **T 1** | 8/21/24 |  | **T 2** | 11/26/24 |  | **T3** | 3/25/25 |
| *Grade* | PK | K | 1st - 7th | 8th |  | **8th Grade Graduation** | **5/30/25** |
| **First Day of School** | **8/21/24** | **8//21/24** | **8/21/24** | **8/21/24** |  | **Summer 2024 School Office Hours** | M-Th | 8AM to Noon |
| **Last Day of School** | **6/5/25** | **6/5/25** | **6/6/25** | **5/30/25** |  | Days | Times |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUGUST** |  | **SEPTEMBER** |  | **OCTOBER** |
| **M** | **T** | **W** | **T** | **F** | **SUM** |  | **M** | **T** | **W** | **T** | **F** | **SUM** |  | **M** | **T** | **W** | **T** | **F** | **SUM** |
|  |  |  | 1 | 2 |  |  | RH | 3 | 4 | 5 | 6 | 4 |  |  | 1 | 2 | 3 | 4 | 4 |
| 5 | 6 | 7 | 8 | 9 |  |  | 9 | 10 | 11 | 12 | 13 | 5 |  | 7 | 8 | 9 | 10 | **PTC\*** | 5 |
| 12 | **NT** | **OSD** | **RPD** | **OSD** |  |  | 16 | 17 | 18 | 19 | 20 | 5 |  | **X** | 15 | 16 | 17 | 18 | 4 |
| **OSD** | **OSD** | **((21** | 22 | 23 | 3 |  | 23 | 24 | 25 | 26 | **PD** | 4 |  | 21 | 22 | 23 | 24 | 25 | 5 |
| 26 | 27 | 28 | 29 | 30 | 5 |  | 30 |  |  |  |  | 1 |  | 28 | 29 | 30 | 31 |  | 4 |
| **Total** | 8 |  | **Total** | 19 |  | **Total** | 22 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOVEMBER** |  | **DECEMBER** |  | **JANUARY** |
| **M** | **Tu** | **W** | **Th** | **F** | SUM |  | **M** | **Tu** | **W** | **Th** | **F** | SUM |  | **M** | **Tu** | **W** | **Th** | **F** | SUM |
|  |  |  |  | 1 | 1 |  | 2 | 3 | 4 | 5 | 6 | 5 |  |  |  | **RH** | X | **X** |  |
| 4 | 5 | 6 | 7 | **PD** | 4 |  | 9 | 10 | 11 | 12 | 13 | 5 |  | **OSD** | 7 | 8 | 9 | 10 | 4 |
| 11 | 12 | 13 | 14 | 15 | 5 |  | 16 | 17 | 18 | 19 | 20 | 5 |  | 13 | 14 | 15 | 16 | 17 | 5 |
| 18 | 19 | 20 | 21 | 22 | 5 |  | **X** | RH | **RH** | **X** | X |  |  | **RH** | 21 | 22 | 23 | 24 | 4 |
| 25 | 26 | **X** | RH | **RH** | 2 |  | ***X*** | RH |  |  |  |  |  | 27 | 28 | 29 | 30 | 31 | 5 |
| Total | 17 |  | Total | 15 |  | Total | 18 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FEBRUARY** |  | **MARCH** |  | **APRIL** |
| **M** | **Tu** | **W** | **Th** | **F** | **SUM** |  | **M** | **Tu** | **W** | **Th** | **F** | **SUM** |  | **M** | **Tu** | **W** | **Th** | **F** | **SUM** |
| 3 | 4 | 5 | 6 | **PD** | 4 |  | 3 | 4 | 5 | 6 | 7 | 5 |  |  | 1 | 2 | 3 | 4 | 4 |
| 10 | 11 | 12 | 13 | **PTC\*** | 5 |  | 10 | 11 | 12 | 13 | 14 | 5 |  | 7 | 8 | 9 | 10 | 11 | 5 |
| **RH** | 18 | 19 | 20 | 21 | 4 |  | **X** | **X** | **X** | **X** | X | 0 |  | 14 | 15 | 16 | 17 | **RH** | 4 |
| 24 | 25 | 26 | 27 | 28 | 5 |  | **OSD** | 25 | 26 | 27 | 28 | 4 |  | **RH** | 22 | 23 | 24 | 25 | 4 |
|  |  |  |  |  |  |  | 31 |  |  |  |  | 1 |  | 28 | 29 | 30 |  |  | 3 |
| **Total** | 18 |  | **Total** | 15 |  | Total | 20 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAY** |  | **JUNE** |  | **Catholic Schools Week** |
| **M** | **Tu** | **W** | **Th** | **F** | **SUM** |  | **M** | **Tu** | **W** | **Th** | **F** | **SUM** |  | **January 26 - February 1, 2025** |
|  |  |  | 1 | 2 | 2 |  | 2 | 3 | 4 | 5 | **6)** | 5 |  |
| 5 | 6 | 7 | 8 | **OSD** | 4 |  | **OSD** | OSD | **OSD** | **OSD** | **OSD** |  |  |  |  |
| 12 | 13 | 14 | 15 | 16 | 5 |  | 16 | 17 | 18 | **RH** | 20 |  |  | **Legend** | **Code** |
| 19 | 20 | 21 | 22 | 23 | 5 |  | 23 | 24 | 25 | 26 | 27 |  |  | **Start of Instructional Year** | **((** |
| **RH** | 27 | 28 | 29 | 30 | 4 |  | 30 |  |  |  |  |  |  | **End of Instructional Year** | **)** |
| Total | 20 |  | **Total** | 5 |  | **Required Holiday** | **RH** |
|  |  |  | **New Teacher Orientation** | **NT** |
| **Days Schedule** | **Total** | **Enter Months and Dates** | **Other School Closure Days (e.g. Spring Break, etc.)** | **X** |
| **Local New Teacher Orientation (min.1)** | 1 |  8/13 | **Religious PD Days**  | **RPD** |
| **Student Attendance (min. of 180 if 6 SD days; min. of 176 if 10+ SD days)** | 177 |  | **OCS PD Days** | **PD** |
| **Staff Dev Days (min. of 6 if 180 SA days; min. of 10 if 176 SA days;** **2 must be religious)** | 12 | **OCS PD:** *09/27; 11/08; 02/07* ***(see above)*** | **Other Staff Development Days** | **OSD** |
| **Half Day (min 3.5 hrs = 0.5 school day)** | 0 |   | **Half Days**  | ***/\**** |
| **Early Release Day (min. 6 attendance hours = 1.0 day)** | 38 | Every Tuesday 2PM Dismissal for PD | **Emergency Days**  | **E** |
| **Emergency Days (min of 5)** | 5 |  June 9-13, 2025 | **Parent Teacher Conf w/3.5hr. school day** | **PTC\*** |
| **P-T Conf** *(min of 2)* **3.5 hr. = 1.0 school day or P-T Conf** *(min of 2)* **w/out a school day**  | 2 | 10/11/24 and 2/14/25 | **Parent Teacher Conf**  | **PTC** |

Instructions for Completing and Submitting School Calendar

It is highly recommended that Principals take all necessary steps to ensure that their school calendars meet all requirements and are 100% accurate so that another submission is not necessary. Additionally, it is important that school calendars are submitted by the deadline of March 22, 2024. Contact your RD if you have any questions.

Submitting Your School Calendar Grid File (First Submission only)

1. The Principal completes the finalized 2024-2025 School Calendar Grid (entire file) and saves the file using the file naming convention:
* 2024-2025 School Name Calendar 2024MMDD
* The principal replaces School Name with the name of their school and replaces MMDD with the two digit designations for month and day to indicate the date of submission*.*
* *It is important to save your calendar file as specified above so it can be processed efficiently.*
1. The Principal emails their school calendar file to their Regional Director.
2. AFTER RD review, the Principal will upload the school calendar file using this [2024-2025 School Calendar Submission Form](https://forms.gle/CyYj7TDnASLa4vJB7) as well as complete additional information required on the form.
3. Any School Calendar changes must be reviewed and approved by the RD BEFORE submitting an “Updated” submission of the school calendar grid file.

**BEST PRACTICE for CALENDAR CREATION**

* Plan 10-month teacher contract ex: 8/19/2024-6/19/2025
* Professional Development for teachers - first week of contract
	+ 1 day religious staff development
	+ 1-2 professional development (learning) - review CSIP goals created in June, how will teachers’ goals align to CSIP goals, new curricular resource learning, etc.
	+ New teacher orientation will again be online and all modules need to be completed by Oct. 1, 2024
	+ Some time to set up classroom
* Half Day = 3.5 hours of instructional time = 0.5 day
* Early Release Days = 1 hour early release schedule (minimum 6 attendance hours) for professional learning time = 1.0 day
	+ 6 hours = 5.5 hours of instruction + 0.5 hours lunch/recess/transitions etc.
* PK-8 begins and ends the school year on the same date.
* Follow recommended time allocations (below).
* See next page for OCS recommended minutes by grade level and subject.

**KINDERGARTEN RECOMMENDED** time allocations (minutes per week)

|  |  |  |
| --- | --- | --- |
| SUBJECT | MINUTES PER WEEK | MINUTES PER DAY |
| Organization/Circle Time | 40 | 8 |
| Religion | 60 | 20 (3 days only) |
| Reading Readiness | 150 | 30 |
| Language Development | 75 | 15 |
| Writing | 30 | 10 (3 days only) |
| Mathematics | 150 | 30 |
| Science | 20 | 10 (2 days only) or 20 (1 day) |
| Social Studies | 20 | 10 (2 days only) or 20 (1 day) |
| Health | 20 | 10 (2 days only) or 20 (1 day) |
| Music | 50 | 10 |
| Art | 50 | 10 |
| Physical Education | 75 | 15 |

**GRADE 1-8 RECOMMENDED** TIME ALLOCATIONS (minutes per week)

|  |  |  |
| --- | --- | --- |
| CORE CLASSES | GRADES | MINUTES PER WEEK |
| Religion | 1-8 | 200 |
| English/Language Arts | 1-3 | 900\* |
|  | 4-8 | 450 |
| Mathematics | 1-8 | 300 |
| Social Studies | 1-2 | 60 |
|   | 3 | 90 |
|   | 4-8 | 200 |
| Science | 1-2 | 60 |
|   | 3 | 90 |
|   | 4-8 (labs are encouraged) | 200 |
| Technology | 1-3 | 60 |
|   | 4-8 | Integration with all core classes is recommended |

\* = More minutes are provided to ELA in grades 1-3 to allow teachers to address the foundational skills required by the Reading Standards. Literacy is not the sole responsibility of ELA teachers but should be developed and assessed across the curriculum.