

The School Board's goal is to approve an annual school calendar that establishes at least the days that are planned for direct student instruction and on which students are expected to attend school, as well as any days on which parent conferences are planned.

The Superintendent shall prepare a proposed annual school calendar and present the proposed calendar to the Board for approval in a timely fashion. In addition to identifying at least the days on which students will be expected to attend school and any breaks that occur within the school term.

The administrative calendar proposal may identify one or more items which are more tentative in nature and which, therefore, may also include scheduled events that might be subject to change: term endings, special school year events, graduation date, and / or staff in-service days.

In preparing a proposed annual school calendar, the Superintendent shall consider and attempt to balance multiple relevant factors, such as the following:

1. Promoting the overall effectiveness of the District's instructional and other programs;
2. Meeting or exceeding state-defined requirements for hours of direct student instruction;
3. Operational efficiency, including planning for inclement weather days and other possible emergency closures;
4. Coordinating District operations and instructional programs across instructional levels (e.g., if the proposed calendar differs among one or more schools or instructional levels);
5. Coordinating the District calendar with known activities that may affect student attendance and learning.

**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 1<sup>st</sup> 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; required hours of direct student instruction]

**Wisconsin Administrative Code**

- [PI 8.01\(2\)\(f\)](#) [school district standards; required hours of direct student instruction]  
[PI 8.01\(4\)](#) [waivers from school hours]

[PI 27](#) [commencement of school term]

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09/27/21