



# Oak Park Elementary School District 97

260 Madison Oak Park Illinois 60302 ph: 708.524.3000 fax: 708.524.3019 www.op97.org

---

**TO:** Dr. Ushma Shah, Superintendent

**FROM:** Dr. Christine Zelaya, Interim Superintendent of Human Resources  
Amanda Siegfried, Senior Director of Communications and Engagement

**SUBJECT:** Draft 2024-25 School Calendar and General Calendar Recommendations

**DATE:** November 14, 2023

---

## Background

The purpose of this memo is to provide an overview of the draft 2024-25 school year calendar for District 97. The draft has gone through administrative review but should be shared with union leadership before submitting to the board of education for approval.

Additionally, in recent years we have identified a need to review and revamp the calendar development process to ensure clarity, transparency, and consistency in our practices. Below is an overview of the current process, as well as some recommendations for next steps.

## Developing the Calendar

The annual calendar development process in District 97 has historically been led by the human resources department, with input from the district's calendar committee. Draft calendars are typically developed two years in advance, approved by the District 97 Board of Education, and submitted to the state once finalized.

The annual development of school calendars in District 97 is guided by a number of factors, including:

- State law/requirements;
- Board policies and agreements
- Alignment with Oak Park and River Forest High School District 200 (specifically, winter and spring breaks).

Other variables that impact the calendar each year include:

- Election Days (schools are open to voters, presenting a student safety concern);
- Holidays;
- Trimester start/end dates (ensuring equal distribution of instructional days).

## Draft 2024-25 School Calendar

The draft calendar for SY25 can be viewed [here](#).

This calendar meets all contractual requirements for the number of student attendance days (178), holidays, institute days, and family conferences. Winter and spring breaks are aligned with the [District 200 draft 2024-25 calendar](#).

### **Draft Calendar Highlights for 2024-25**

<b>Total Student Attendance Days</b>	178
<b>Institute Days</b>	4 (Aug. 19-20, 2024; Jan. 6, 2024; March 3, 2025)
<b>First Day of School</b>	Aug. 21, 2024
<b>Last Day of School</b>	June 4, 2025
<b>Emergency Days (if needed)</b>	June 5-6, 2025, and June 9-11, 2025
<b>Winter Break</b>	Dec. 23, 2024 - Jan. 3, 2025
<b>Spring Break</b>	March 24-28, 2025

### **Next Steps**

- Provide draft for discussion at District 97 Board of Education November 14 BOE meeting
- Share draft calendar with District 97 association leaders/committees
- Confirm with instructional teams that draft aligns with tentative plans for SY25 Institute Days