



Oak Park Elementary School District 97

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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: **UPDATED: December 12, 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](#). **UPDATED: Tuesday, April 1, 2025 is now scheduled as an Institute Day. This is not ideal due to students returning from spring break for one day (Monday, March 31, 2025) and then school being closed the following day. We reached**

out to the Illinois Elections Board to ask if non-school Oak Park locations could be used as polling places but this is not a viable option.

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

Total Student Attendance Days	178
Institute Days	4 (Aug. 19-20, 2024; Jan. 6, 2024; April 1, 2025 - Election Day)
First Day of School	Aug. 21, 2024
Last Day of School	June 4, 2025
Emergency Days (if needed)	June 5-6, 2025, and June 9-11, 2025
Winter Break	Dec. 23, 2024 - Jan. 3, 2025
Spring Break	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. Ideally, this would be shared prior to the draft being presented to the Board. While that was not possible this year, it will be in our plan moving forward. This will be shared at the December OPTA District Professional Learning Committee Meeting.
- Bring forward for final approval at the December 12, 2023 Board of Education meeting.