

**ARCHDIOCESE OF CHICAGO - Office of Catholic Schools
2022-2023 School Calendar**

School Name Saints Bruno and Richard School- PK-3 Bruno Campus										773-847-0697						
School										Phone						
Address 4839 S. Harding Ave										Chicago			60632			
Street Address										City			Zip			
School Hours	7:45	am	2:55	pm	Lunch Period	25	Recess Minutes	25	25	25	25	20	20	20	20	20
	<i>Begin</i>		<i>End</i>			Mins		<i>K</i>	<i>1st</i>	<i>2nd</i>	<i>3rd</i>	<i>4th</i>	<i>5th</i>	<i>6th</i>	<i>7th</i>	<i>8th</i>
Grade	PK		K		1 st - 7 th		8 th		8 th Grade Graduation			NA				
First Day of School	08/18/2022		08/18/2022		08/18/2022		08/18/2022		Summer 2023 School Office Hours	TBD			TBD			
Last Day of School	06/07/2023		06/07/2023		06/09/2023		06/02/2023			Days			Times			

AUGUST					
M	T	W	T	F	TOTAL
1	2	3	4	5	
8	9	10	11	12	
NT	OS	OS	(18	19	
	D	D			2
22	23	24	25	26	5
29	30	31			3
Total					10

SEPTEMBER					
M	T	W	T	F	TOTAL
			1	2	2
RH	6	7	8	9	4
12	13	14	15	16	
					5
19	20	21	22	SD	4
26	27	28	29	30	5
Total					20

OCTOBER					
M	T	W	T	F	TOTAL
3	4	5	6	7	5
X	11	12	13	14	4
17	18	19	20	21	
					5
24	25	26	27	28	5
31					1
Total					20

NOVEMBER					
M	T	W	T	F	TOTAL
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	SD	4
21	PT	X/	RH	RH	
	C*	E			2
28	29	30			3
Total					18

DECEMBER					
M	T	W	T	F	TOTAL
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	RH	4
					4
RH	X	X	X	X	
Total					16

JANUARY					
M	T	W	T	F	TOTAL
RH	X	X	X	X	
9	10	11	12	13	5
RH	17	18	19	20	4
23	24	25	26	27	
					5
30	31				2
Total					16

FEBRUARY					
M	T	W	T	F	TOTAL
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	SD	4
RH	21	22	23	24	4
27	28				2
Total					18

MARCH					
M	T	W	T	F	TOTAL
		1	2	3	3
6	7	8	9	PT	
				C*	4
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30	31	5
Total					22

APRIL					
M	T	W	T	F	TOTAL
3	4	5	X	RH	3
X	X	X	X	X	
17	18	19	20	21	5
24	25	26	27	SD	4
Total					12

MAY					
M	T	W	T	F	TOTAL
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	RS	
				D	4
22	23	24	25	26	5
RH	30	31			2
Total					21

JUNE					
M	T	W	T	F	TOTAL
			1	2	2
5	6	7	8	9	5
E	E	E	E	16	
19	20	21	22	23	
26	27	28	29	30	
Total					7

OCS New Teacher Orientation Aug 7 or 11

Catholic Schools Week
January 29 - February 5

LEGEND	CODE
Start of Instructional Year	((
End of Instructional Year))
Required Holiday	RH
New Teacher Orientation	NT
Other School Closure Days (e.g. Spring Break, etc.)	X
Religious Staff Development Days	RSD
OCS Professional Development Days-9/23,11/18,2/17,4/28	SD
Other Staff Development Days	OSD
Half Days	/*
Emergency Days	E
Parent/Teacher Conf w/3.5hr. school day OR	PTC*

DAYS SCHEDULED	Total	Enter Months and Dates
Local New Teacher Orientation(min.1)		8/15
Student Attendance (min.180)		
Staff Development Days(min. of 6; 2 must be religious)		OCS PD:9/23,11/18,2/17,4/28 SD:, 8/16, 8/17 RSD: 5/20
Half Day(min3hrs)		
Emergency Days(minimum5)		11/23, 6/12,6/13,6/14,6/15
Parent/Teacher Conf (min2) with 3.5 hr. school day OR		11/22, 3/10 (dismiss at noon)

Parent/Teacher Conf(min2)w/out a school day		Parent Teacher Conf	PTC
Early Dismissal Days			
Early Release Days (2:00p.m. dismissal for staff PD 2:00-4:00)		9/14, 10/19, 11/9, 12/7,1/25,2/8,3/22,5/10	

Instructions for Completing and Submitting School Calendar **Read CAREFULLY**

The 2022-2023 School Calendar (this file) will be distributed via the Principal Update and posted on IZZY; (OCS ->> *Principal Information ->> School Calendars*).

IMPORTANT: 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 25, 2022**.

Contact LaTeasha Ward (lward@archchicago.org) if you have any questions.

Submitting Your School Calendar Grid File (First Submission only)

1. The Principal completes the finalized 2022-2023 School Calendar Grid (entire file) and saves the file using the file naming convention: **2022-2023 School Name Calendar 2022MMDD** ; where the principal has replaced **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.*
2. The Principal emails their school calendar file to their Regional Director
3. The Regional Director reviews the finalized the School Calendar from the principal. The Regional Director will notify the Principal whether or not the School Calendar has been approved.
 - a. **If CHANGES ARE NEEDED**, the Principal will make the necessary changes to the school calendar file and email the revised file. **NOTE:** *The end filename should have a different date at the end to avoid confusion among the different versions undergoing the approval process.*
 - b. **If APPROVED with NO CHANGES**, the Principal will upload the school calendar file using this [2022-2023 School Calendar Submission Form](#) as well as complete additional information required on the form. **Principals must have RD approval BEFORE using the Google form.** You will be asked to attest that the school calendar you are submitting has been approved by your Regional Director.

If Changes Are Needed AFTER the Principal has Already Submitted their Approved School Calendar Grid Form

1. Any School Calendar changes must be reviewed and approved by the RD BEFORE submitting an “Updated” submission of the school calendar grid file.
2. Once approved, the Principal should **ensure the date at the end of the filename has been updated to the date of your RD’s approval and append that date with the word, UPDATE** (*Note: all letters for UPDATE are in UPPERCASE*); *this convention is needed for quality control purposes in processing your school calendar*).
3. Complete the [2022-2023 School Calendar Submission Form](#), including uploading the your updated school calendar grid file.