



**ODDEX SCHOOL  
CALENDAR REVIEW PROCESS**

**EFFECTIVE DATE 07/01/2013**

**SOP 3.6**

**SIGNATURE:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

**PROPOSED BY: Compliance Department**

**PURPOSE**

The ODDEX SCHOOL CALENDAR REVIEW PROCESS provides for initial review and approval of school calendars, to verify that each school is scheduled to meet and/or exceed the minimum number of instructional hours per year, and to ensure that the school has an adequate daily schedule as required.

The PROCESS provides for a sponsor review and approval of the ODDEX calendar to ensure accuracy of the calendar being uploaded into the system by the school's EMIS/SOES designee.

**SCOPE**

The ODDEX SCHOOL CALENDAR REVIEW PROCESS applies to the Compliance Department that is responsible for ensuring calendar sufficiency and compliance for all CSS partner schools contracted with St. Aloysius.

**PROCEDURE**

The procedure includes, but is not limited to the following tasks and responsibilities:

1. Compliance Department distributes to all schools a request for the calendar and bell schedule to be submitted for review and approval. The request is sent out in mid-June to all schools with reminders emailed to schools who have not submitted the documents.
2. Once received, the Compliance Department reviews the calendar and daily schedule to ensure that the school is in session for at least the minimum number of hours required by statute and that it matches the ODDEX calendar.
  - a. If the calendar and/or daily schedule are not accurate, an email with explanation is sent to the school requesting revised documents.
3. Additionally, the Compliance Department monitors calendars throughout the year and responds to inquiries as necessary.
4. If changes are needed, modifications are presented, reviewed and approved/disapproved by the Compliance Department, who maintains communication between ODE and the school.



## **DOCUMENTATION / VERIFICATION**

ODDEX school calendar documentation is maintained by the Compliance Department and accessed on the S drive as follows:

*Location of documentation:*

- S:/CALENDARS

*Naming convention:*

- Year + School Calendar+School Name
- Ex: [School Year]/Excel Calendars/ABC School

*Supporting documentation included with this process:*

1. Email requests and reminder for profile and calendar submission
2. Sample follow up communication

## **DOCUMENT HISTORY**

Orig. Date June 2013

Rev. October 2015

Rev. April 2017

Rev. November 2018

## **REVIEW AND APPROVAL**

Reviewer of the SOES PROFILE & SCHOOL CALENDAR REVIEW PROCESS is as follows:

Reviewed By: Management Team

Date: 11/19/18

Approved By: President: David L. Cash, Jr.

Date: 11/19/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The ODDX SCHOOL CALENDAR REVIEW PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.