

## STANDARD OPERATING PROCEDURE 5.02: ODDEX CALENDAR REVIEW PROCESS

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July 1, 2025

### A. 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 each school's ODDEX calendar to ensure accuracy of the calendar being uploaded into the system by the school's EMIS/SOES designee.

### B. APPLICABILITY

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.

### C. DEPARTMENT RESPONSIBILITIES

**Responsible Department:** Compliance Department

*Other Departments:*

### D. PROCEDURE

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

1. The 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 April to all schools with reminders emailed to schools who have not submitted the documents by the required date.
  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. The Compliance Department will review by June 30<sup>th</sup> for DOPR schools and by July 30<sup>th</sup> for all K-12 schools.
    - a. If there are discrepancies with the calendar and/or daily schedule, an email is sent to the school requesting additional information or corrected calendars/schedules.
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3. The Compliance Department approves all SOES calendars. 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 DEW and the school.

#### **E. DOCUMENTATION**

*Location of documentation:*

S:/CALENDARS

*Supporting documentation included with this process:*

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

#### **F. GLOSSARY**

School calendar, instructional hours, daily schedule, EMIS, bell schedule, session, discrepancies

#### **G. CROSS REFERENCED SOP'S**

None

#### **H. REVIEW AND APPROVAL**

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025

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