

Rediker 2022-23 School Calendar Instructions

COMPLETE BY 3/31/22

School Calendars for the 2022-2023 school year tutorial: https://youtu.be/t_P56GVm9MQ

We continue to use the A-Codes for the school year 2022-2023, which makes the calendar task simpler. In addition, like last year, you do not need to identify instructional Full Day. Instead, there is one A-Code for the first day of school and one for the last day. Any school days between those two dates are Full Instructional Day unless you tag a specific day with one of the following A-Codes:

- A01 No School/Holiday
- A02 No School/PD Full Day
- A03 Half Day of School/PD
- A04 Half Day of School/No PD

Your Rediker calendar must meet the basic requirements of 180 instructional days and should not exceed fifteen (15) half days (including the five ADW *optional* half-days). Please login to your PlusPortal calendar and enter any additional days on your calendar using the following guidelines:

First Day of School: August 23 – September 6, 2022

Instructional Full Day: Do not enter anything if the day is a full instructional day.

A01 No School/Holiday: Make any changes or additions to the Required Days listed below.

A02 No School/PD Full Day: If the school is closed for a full day of professional development.

Half Days: 10 Local Days + 5 Archdiocesan Days (maximum = 15 half days) OPTIONAL

Archdiocesan days include:

- First Day of School
- Day before Thanksgiving
- Day before Christmas Vacation
- Day before Easter Vacation
- Last Day of School

A03 Half Day of School/PD: If the day is a 12:30 pm dismissal for a ½ day of professional development.

A04 Half Day of School/No P.D: If the day is a 12:30 pm dismissal with no professional development.

Total Teacher Days: 190-195

Professional Days: 10 required - 5 Flexible*

PD days should include:

- Opening School Mass
- Days prior to the opening of school
- **Required: Fall Collaboration Day - Schools must close**
- **Required: Spring Collaboration Day - Schools must close**
- Retreat day
- Parent Conference Day(s)
- Days at the close of school
- Local Professional Development Days

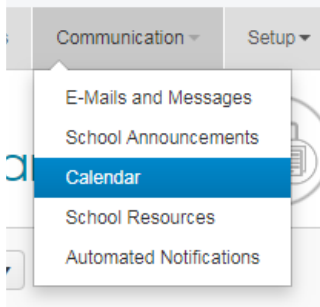
***5 flexible days:** Days agreed upon by the Human Resource Office and the Catholic Schools Office that can be added to the professional teacher calendar by the local leadership and not impact the teachers' letters of appointment.

The CSO ask that you include the following Required Days for all the school Calendars:

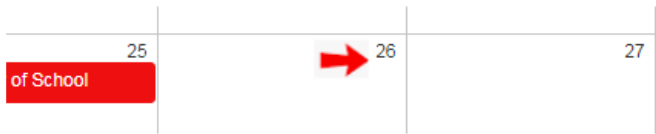
- Monday, August 22, 2022: Opening School Mass (A02 No School/PD Full day)
- Tuesday, August 23, 2022: First Day of School (A05 First Day of School)
- Monday, September 5, 2022: Labor Day (A01 No School/Holiday)
- Friday, October 28, 2022: Virtual Collaboration Day for all schools
- Thursday, Nov 24-Friday, November 25, 2022: Thanksgiving Holiday (A01 No School/Holiday)
- Friday, December 23, 2022 – January 2, 2023: Christmas Holiday (A01 No School/Holiday)
- Monday, January 16, 2023: Dr. Martin Luther King Day (A01 No School/Holiday)
- Friday, March 10, 2023: Collaboration Day for MoCo (Location: TBD)
- Monday, March 13, 2023: Collaboration Day for DC/PG/SoMD (Location: TBD)
- Friday, April 7, 2023: Good Friday (A01 No School/Holiday)
- Monday, April 10-Friday, April 14, 2023: Easter Vacation (A01 No School/Holiday)
- Monday, May 29, 2023: Memorial Day (A01 No School/Holiday)

To Enter days in your Rediker 2022-2023 School Calendar:

1. Login to the Rediker's PlusPortal Manager
2. Click COMMUNICATION on the Navigation Bar and select CALENDAR



3. Double-click on the Calendar date



4. Enter a Title for the Event
5. Select at least one VISIBILITY option (selecting just the "staff" option is fine)
6. Select the appropriate A-Code from the CATEGORY drop-down list
7. Click the SAVE Button

Event

→ Title: Professional Development Full Day (Max: 250)

Summary: (Max: 1,000)

Location:

→ Visible To: Parents Students Staff

Show on Login Page (Public)

Start Date: 08/26/2020

End Date: 08/26/2020

All Day Event:

Select Category: A02 No School/PD F. (Edit Delete New)

Repeat: Select category...

Attach: → A02 No School/PD Full Day (A03 Half Day School/P.D. A04 Half Day School/NO P.D. A05 First Day of School)

Link Text:

Send E-Mail Notification

→ Save Cancel