Policy Type:

District Calendar **EL-16**

The Superintendent shall not fail to prepare for Board adoption a district calendar for at least the current and subsequent school years that provides for the number of instructional and contact hours and days determined by the state and that meets the instructional needs of students.

Accordingly, the Superintendent may not:

1. Fail to provide a copy of the calendar to all parents/guardians of students enrolled in district schools.

2. Fail to ensure that any changes in the calendar, except for emergency closings or other unforeseen circumstances; be preceded by adequate and timely notice to students, parents, and staff.

3. Fail to consider a reasonable balance between the instructional needs and the extracurricular involvement of students.

4. Fail to appropriately involve staff in the preparation of the calendar.

Adopted: October 24th, 2006
Monitoring Method: Internal Report
Monitoring Frequency: Annually in April