

**Policy Type: Executive Responsibilities 15 (District Calendar)**

**Board Review/Approval Date: February 12, 2019**

**Responsibility:** The superintendent shall prepare for board adoption a negotiated district calendar for each school year that provides for the number of instructional and contact hours and days determined by the state and that supports the instructional needs of students. The board will be given the opportunity to set the first day of the school year prior to negotiation of the district calendar.

<b>Therefore, the superintendent will:</b>	<b>Evidence Requested/Presented</b>	<b>Board Notes</b>	<b>In Compliance</b>	<b>Not in Compliance</b>	<b>Follow-up Review Date</b>
Provide a copy of the calendar to all parents/guardians of students enrolled in district schools;	The 2019-2020 calendar will be posted on the District website as soon as it is adopted by the Board. District social media outlets will also be used to communicate the calendar. Copies of the calendar will be available in all school offices and at the District Office.		<b>X</b>		
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.	The process for preparing a calendar for the 2019–2020 school year began in January with the collection of information about school calendars being developed in surrounding districts. A meeting of representative District staff was held on January 28, 2019 to develop recommendations for the calendar. The Board will set the first day of school and consider adopting the recommended calendar at its February 12 <sup>th</sup> meeting.		<b>X</b>		
Ensure that the board of directors has the opportunity to set the date for the annual opening and closing of schools prior to the establishment of the annual district calendar per RCW 28A.330.110(7), Additional Powers of the Board.	Annually, the board has the opportunity of setting the first and last days of the school year. The District will set forth a recommended calendar to the Board for consideration and adoption. This recommended calendar will be developed through the collaboration of a representative staff committee. The District will ensure that the recommended calendar presented meets instructional time and day requirements of the state.		<b>X</b>		