

Washougal School District 112-06

Policy Type: Executive Responsibilities 15 (District Calendar)

Board Review Date: March 12, 2024

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.

Therefore, the superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
Provide a copy of the calendar to all parents/guardians of students enrolled in district schools;	The 2024-25 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.		X		
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.	A comprehensive communication plan would be established to inform stakeholders about any necessary calendar changes. This plan would employ various channels like emails, text messages, school websites, social media, and physical letters to ensure wide-reaching dissemination. Stakeholders, such as students, parents, and staff, would have the opportunity to offer feedback on proposed changes through meetings, surveys, or consultations, ensuring their perspectives are considered. Additionally, ample advance notice would be given about the changes, detailing their nature, rationale, and potential effects on the school community.		X		
Ensure that the board of directors has the opportunity to set the date for the annual opening and closing of schools	The preparation for the 2024-25 school year calendar began in December 2023, involving the collection of information on calendars from nearby districts. On January 4, 2024, a meeting		X		

prior to the establishment of the annual district calendar per RCW 28A.330.110(7), Additional Powers of the Board.

with representatives from WAE, PSE, PAW, school board student representatives and the community took place to formulate calendar recommendations. District staff also participated in a survey to express their preferences.

The committee focused on specific criteria for the 2024-25 calendar, which include a winter break of at least ten weekdays with three weekends, a spring break of five consecutive weekdays positioned midway between the winter break and the end of the school year, observance of legal holidays as stated in RCW 28A.150.050, efforts to align the Washougal student attendance calendar with those of nearby districts, making the Wednesday before Thanksgiving a non-attendance day for students, and concluding the first semester on a Friday.

The Board will set the first day of school and consider adopting the recommended calendar at its March 26, 2024 meeting. The school board student representatives will participate in the calendar's adoption process through an advisory vote.

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