

## **Administrative Procedures for Determination of School Calendar**

### Purpose

The purpose of this outline is to provide guidance for establishing school calendars within the parameters set forth by [INSTRUCTION – School Year, Calendar, and Instructional Hours] Policy and Idaho code.

### Calendar Committee Structure

Recommendations for future school calendars will be provided to the Board of Trustees by a committee operating under the direction of the superintendent. The committee will be composed of an assortment of stakeholders. It may include individuals from the following groups:

- District administration
- Elementary building administration
- Secondary building administration
- Certified personnel
- Building-level classified staff
- Representative organization
- Transportation department
- Child Nutrition department
- Student Services department
- Parents
- Secondary students

### Committee Work

The committee will take into account numerous factors when considering future calendars. These factors may include but are not limited to board policy, the negotiated master contract, the state assessment calendar, placement of extended breaks (such as Thanksgiving, Christmas/Winter, and Spring), state-designated holidays requiring commemoration, Back-to-School Nights, Parent-Teacher Conferences, staff and professional development days, Idaho High School Activity Association sport schedules, municipal activities, schedules of neighboring districts and local higher education institutions, and required summer projects within the district.

The committee will pay special attention to the length of the instructional day and the number of days needed in order to meet the minimum number of instructional hours for students at each grade level as established by Idaho code and Board policy.

When drafting or reviewing calendars, the committee may consider collecting input from teachers, families, students, or other stakeholder groups through the use of surveys. It is recommended that these surveys focus on gathering the priorities of stakeholders rather than choosing the “best” calendar. It is further recommended that these surveys be conducted on a biennial or triennial basis and be centered around what has worked well during current and previous years.

If a Board-approved calendar is not yet in place, it is recommended that the committee draft more than one calendar option. Up to three (3) proposals will be provided to the Board.

### Time Line

When a calendar for the following school year has not yet been adopted by the Board, a calendaring committee will draft up to three (3) proposed calendars. The proposed calendar(s) will be submitted to the Board for consideration no later than the regular October Board meeting. The Board will adopt a proposed calendar by the regular December Board meeting.

The Board can adopt calendars for more than one year at a time; consequently, a calendaring committee might not be convened every year. If a calendar for the upcoming school year has already been adopted, it will be up to the Board and/or Superintendent to determine by the beginning of September whether a review of that calendar is necessary. When it is determined that a review by a calendaring committee is needed, the procedure for proposing a new calendar will be followed as outlined above.

### Feedback

The Board of Trustees will accept input on proposed calendars during the adoption process through written comments submitted electronically and/or patron input during regular board meetings.