

**District Calendar**

**EL-8**

The Superintendent, in preparing the district calendar, shall not fail to appropriately involve stakeholder groups and timely communicate the calendar and any changes.

1. The Superintendent shall not fail to take all reasonable and prudent actions with respect to preparing the district calendar that are typical for similar and highly effective organizations;
2. The Superintendent shall not fail to:
  - a. Prepare a district calendar that optimizes teaching and learning throughout the year; supports whole child learning; and considers typical family constraints;
  - b. Prepare a district calendar that provides adequate collaborative and professional development time for staff in the pursuit of effective instruction;
  - c. Provide an affirmative (or negative) statement the following actions have been taken:
    - i. Timely communication of the district calendar to all stakeholders;
    - ii. All material changes in the calendar have been timely communicated to the board.

**Adopted:** *September 10, 2009*  
**Revised:** *January 10, 2013 (previously numbered EL-16)*  
*April 21, 2016*  
**Monitoring Method:** *Internal Report*  
**Monitoring Frequency:** *Annually*