

Provo City School District
Policy Series 4000: Curriculum, Instruction & Assessment



4210 P1

Approval of School Calendars

State rule requires that each school provide 180 days and 990 hours of instruction during the school year. In order to count a full day of instruction, the school must provide a minimum of four (4) hours instructional time and a thirty (30)-minute lunch. Exceptions to this rule include:

- Up to four days for Professional Development as approved by the Board, and
- Up to three days (16.5 hours) for Parent-teacher and SEP Conferences as approved the Board.

Approval Process

1. The Executive Directors of Secondary and Elementary Education shall provide training and direction to the development of school schedules and calendars during the month of April.
2. School Principals shall submit their schedules and calendars to their respective Executive Director by the second week in May. The Executive Director shall review and provide feedback by the fourth week of May. Tentative approval shall be given at this time.
3. All school schedules and calendars shall be submitted to the Executive Director of Teaching & Learning by the second week in June for review and approval.

Final drafts of all school schedules and calendars will be reviewed and approved by the Board each August.

Adopted: April 18, 2017