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**Approval of District and School Calendars**  
**Policy Series 4000: Curriculum, Instruction & Assessment**

**Policy No. 4210**  
**Procedure 1**

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**Approval of School Calendars**[1]

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~~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:~~

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- ~~1. Up to four days for Professional Development as approved by the Board~~
- ~~2. Up to three days (16.5 hours) for Parent teacher and SEP Conferences as approved by the Board~~
- ~~3. A day on which educational services are being provided to the school's students through distance learning~~

**Purpose:**

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The purpose of this procedure is to clarify Provo City School District's processes for the proposal of and adoption of the calendar for a specified school year.

**Calendar Proposal Process:**

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The Superintendent and Director of Communications will work collaboratively to develop proposals for calendars. These options will reflect the priorities of the community, including ending the school year prior to Memorial Day and maintaining both a two-week Winter Break and a one-week Spring Break. A proposal of calendars will be vetted by District Leadership no later than October 31st two years prior to the implementation of the calendar. At least two options will be proposed and sent out to parents and employees via electronic survey for input. These options will include different start dates and end dates as well as different lengths of time for breaks throughout the year to allow stakeholders to choose the calendar that fits their needs

41 and priorities. The survey will be open for at least two weeks to allow for consideration and  
42 comments.

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44 Once the survey closes, the Director of Communications will tabulate the results of the survey  
45 and create a summary of comments for the Board of Education and District Leadership.

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#### 48 **Calendar Approval Process:**

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50 By the December Board Meeting, the Board of Education will be provided a summary of the  
51 results of the survey. The Director of Communications will present the results and provide the  
52 recommendation from District Leadership as to which calendar should be adopted. However, it  
53 is the responsibility of the Board of Education to approve and vote on the calendar that will  
54 officially go into effect.

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56 Once the calendar has been approved, the Deputy Superintendent will work with the Director of  
57 Communications and Human Resources with input from teachers to determine the end of  
58 quarters, professional development days, teacher compensation days, and A/B schedules, if  
59 applicable. The final calendar will then be presented to the Board of Education with all updated  
60 information and published officially on the district website and communicated to all families and  
61 employees prior to March 1st.

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#### **Approval Process**

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67 ~~1. The Executive Directors Assistant Superintendents of Secondary and Elementary~~  
68 ~~Education shall provide training and direction to the development of school~~  
69 ~~schedules and calendars during the month of April.~~

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71 ~~2. School Principals shall submit their schedules and calendars to their respective~~  
72 ~~Executive Director Assistant Superintendent by the second week in May. The~~  
73 ~~Executive Director Assistant Superintendent shall review and provide feedback~~  
74 ~~by the fourth week of May. Tentative approval shall be given at this time.~~

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76 ~~3. All school schedules and calendars shall be submitted to the Executive Director~~  
77 ~~of Teaching & Learning Assistant Superintendents by the second week in June~~  
78 ~~for review and approval.~~

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

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83 **Adopted: April 18, 2017**

84 Revised:  
85

86 **Legal Reference**

87 [Utah Administrative Rule R277-419-4](#) Minimum School Days

Draft