



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

4210 P1

Approval of District Calendars

Purpose

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. The process for adoption of a district calendar will begin two years prior to the implementation of the calendar.

Calendar Proposal Process

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

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

Calendar Approval Process:

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

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

Legal Reference:

[Utah Administrative Rule R277-419-4](#)

Adopted: April 18, 2017

Revised: March 28, 2025