

## **SCHOOL CALENDAR**

At the regular board meeting in February of each year, the superintendent shall submit to the Southwest Technology Center Board of Education for its approval a school calendar for the following year. The board may receive input from teachers, students, and the community before final adoption of a calendar. Any changes in the calendar after adoption shall be subject to board approval.

The school calendar shall set forth the following:

- Days of attendance for students
- Opening and closing dates of school
- Holiday and vacation periods
- Spring break
- In-service days
- Organizational meetings for teachers and administrators
- Parent-teacher conference days
- Other schedules of importance to the staff and public

Upon approval of the calendar by the board, the superintendent will distribute copies of the calendar to staff, news media, and patrons of the school district.

Extracurricular activities scheduling shall be the responsibility of the campus director. All activities will be placed on the "master calendar" in the superintendent's office.

**REFERENCE: 70 O.S. §1-109**

**CROSS-REFERENCE: Policy DEB, Personnel Holidays  
Policy EC, School Day  
Policy EIAD, Parent-Teacher Conferences  
Staff Handbooks  
Student Handbooks**