

# INSTRUCTION

Series 300

Policy Title . . . SCHOOL CALENDAR

Code No. 321

The Superintendent of Schools shall have the responsibility for developing an official school calendar proposed to be presented to the School Board for approval.

Date of Adoption:

August 14, 1978

Reviewed:

February 1990

Reviewed/Revised:

January 14, 2008

Reviewed:

April 14, 2014

Legal Reference: Code of WI

Section 121.02, 118.02, 120.12 (1)

ADMINISTRATIVE REGULATION  
SCHOOL CALENDAR – SCHEDULING OF EVENTS AND ACTIVITIES

This administrative regulation pertains to scheduling of building and district events that occur outside of the normal school day. Examples are: open houses, music concerts, drama events, parent meetings, holiday programs, School Board meetings, advisory council meetings, and interscholastic athletics.

The purpose of this regulation is to eliminate as many conflicts as possible for parents, staff members, and School Board members who may be interested in attending a school activity or event. It is especially important that major events likely to be attended by parents not be scheduled at the same time. It is recognized that the scheduling of interscholastic athletic contests is very complex and some conflict with other activities may be unavoidable. Nevertheless, an effort should be made to avoid conflicts, especially when an interscholastic athletic activity draws a large crowd of parents and community members.

The following scheduling procedure will be followed:

- 1.) The district will keep a master calendar of all events.
- 2.) When scheduling contests, events, or activities, it is the responsibility of the building principal to check the district calendar; and if there is no conflict, the event will be scheduled.
- 3.) If there is a conflict, the principal should select an alternative date. If this is not possible, the principals involved should discuss this conflict with each other and seek a resolution.
- 4.) Events will be scheduled on an equitable basis.
- 5.) If at all possible, all events for the next school year should be scheduled by June 15. This is an organizational detail to be completed by the principal at the conclusion of each contract year.

Date of Adoption:  
December 1987  
Reviewed:  
February 1990  
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