

## SCHOOL CALENDAR GUIDELINES

A District-wide calendar of events showing all "after-school" activities for each attendance center in the District shall be maintained by the principals and posted on the District website.

The following procedures shall apply for approval of calendar requests:

- (a) A request to have an event placed on the calendar originally must be filed with the building principal or designee prior to the event.
- (b) The request must be approved by the building principal and be placed on District calendar and posted on the website.
- (c) If there is an apparent conflict, the request will be denied.
- (d) Athletic schedules should be filed and placed on the District website for each sport, when scheduling is completed.

**APPROVED:** May 14, 1985  
May 17, 2010  
December 15, 2014  
**NOVEMBER 16, 2020**