

The Administrator shall not fail to prepare and present to the board for adoption a school calendar for the next school year that provides for the number of instruction and contact hours/days established by the Board, includes the dates for all staff in-service programs, and that best meets the instructional needs of students.

Accordingly, the Administrator may not:

1. Fail to allow for public input from parents and teachers prior to scheduling the dates for staff in-service programs.
2. Fail to provide a copy of the calendar to all parents/guardians of students enrolled in the school.
3. Fail to ensure that any change in the calendar, except for emergency closings or other unforeseen circumstances, be preceded by adequate and timely notice to students, parents and teachers of no less than 30 days.
4. Implement a school calendar that plans for fewer than the minimum number of instruction/contact hours for students as required by state law, including provisions under state law for staff development and parent-teacher conferences.
5. Fail to consider a reasonable balance between the instructional needs and the extracurricular obligations of students.