

SCHOOL CALENDAR

Background

Setting the length of the regular school term and determining when schools will be closed are duties of the Board of School Directors as prescribed by the Public School Code (sec. 1501, 1502, 1503, 1504). In fulfilling these duties, the Board must keep in mind some other provisions of the School Code and related regulations, including the general requirement that student instruction must be offered for a minimum of 180 days each year. The School Code also specifies those days on which schools generally are not to be in session, including weekends, Labor Day, Christmas Day, New Year's Day, Memorial Day, and the Fourth of July.

Of necessity a school calendar will change from year to year, and a considerable degree of latitude is necessary to ensure flexibility. Nevertheless, the Board believes students, their parents and members of the staff of the District derive benefits when a continuing pattern for school operation is established.

Objective

The objective of this policy is to establish in broad terms a basis for organizing the annual school calendar so that the community and District staff can be properly informed of forthcoming schedules.

Policy

It is the policy of the Board that, absent Board action to the contrary in unusual circumstances:

1. The regular school calendar shall meet State law requirements and coincide with the contracts of professional personnel to include an equivalent number of student instructional days or other authorized activities as well as additional days for classroom management and in-service training activities of professional personnel as determined by the Superintendent.
2. Schools shall be closed each year as follows:
 - a. Labor Day
 - b. Thanksgiving Day and the Friday following.
 - c. Mid-winter student recess. (The appropriate days to include both Christmas and New Year's Day.)
 - d. Spring recess
 - e. Memorial Day.
 - f. Other recesses as recommended by the Superintendent.
3. The school calendar shall be communicated to all employees, parents/guardians and the Mt. Lebanon community.

4. The Board shall approve all changes on the school calendar except it shall be the prerogative of the Superintendent to readjust the school calendar under special circumstances. Such readjustments must be properly communicated to the School Board, District employees, parents/guardians and students.

School Board Responsibility

It is the responsibility of the School Board to adopt a regular school calendar each year and approve any changes thereto.

Administration Responsibility

It shall be the responsibility of the Administration to:

1. Annually prepare a school calendar for adoption by the School Board.
2. Arrange for communication of the calendar through distribution of copies, through the media, and through the District's website.

Communication

This policy shall be communicated to:

1. District staff
2. The Mt. Lebanon community

Adopted June 28, 1965
Revised November 24, 1969
Revised September 26, 1977
Revised March 15, 1993
Revised April 18, 2005
Revised April 18, 2017