

# Keller ISD Administrative Regulation

Topic:	District Calendar
Contact:	Janet Swan
Related Policy:	
Approval Date:	

## Procedures for Adopting a District Calendar

- The Director of Professional Development will develop two or more calendars for 2006-2007 that follow state guidelines to share with the cabinet.
- The cabinet will give formal input before the draft school calendars are shared with the employees and public.
- Draft calendars will be posted on the website for informal public input for one month.
- The principals will be asked to share the calendars with their CEIC committee and given a letter describing the process, including the dates the calendar will be on the website for review, to share with their parents.
- All informal input will be recorded and shared with the cabinet.
- The calendars will be taken to the DEIC with all informal public input. Formal input will be received from the DEIC.
- The final draft calendar, with primary consideration given to academic criteria, will be presented to the KISD Board of Trustees to be considered for approval.