



## Administrative Guidelines

**Department:** Communications

**Policy:** N/A

**Topic:** Master District Online Calendar, School Online Calendars

**Revised:** July 2019

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### PROCEDURE

Each school site in the district has access to an online calendar on their school Web site. Each school site can designate and authorize one (or more) individuals with access rights to post school-based events, PTA Meetings, School Governance Team (SGT) Meetings, Parent Advisory Meetings, Athletic events, Honors programs, Plays, Concerts, etc. to the school's web-based calendar.

The district Communications & Information office maintains a master web-based calendar of district-wide activities/events (e.g., testing/assessment dates, school board events, Superintendent's events, community outreach activities), and publishes these dates/activities online to keep parents and community members informed of upcoming system-wide events. The purpose of this calendar is to help publicize system-level and district-wide events. Events and activities posted to the master online calendar also appear on all school Web site calendars.

Occasionally, schools will be asked to submit key event dates (e.g., Graduation Ceremonies, Honors and Holiday events) to the Superintendent's or district Communications & Information office for inclusion in the district master online calendar or in other communication with the school board, public and or News/media.