



Brummana High School

Public Calendar Policy

GENERAL STATEMENT OF POLICY

The calendar is an important agenda for effective school planning. Events of the school day are important to parents, students, employees, and the general public.

It is the responsibility of the VPA to submit the official academic calendar of the School. A draft calendar will be proposed no later than the first week in February. Within 2 weeks after consultation, the VPA will post the draft calendar to all stakeholders. By the end of February, the calendar will be forwarded to the Principal for final approval. Upon the Principal's approval, the calendar will be posted to the School's Web site as the Official Academic Calendar for the upcoming academic year as noted. The VPA office will forward a notice to the Faculty when the calendar has been officially posted. BHS strive to be aware of external calendars when building its own calendar.

Consultation will be sought from:

- Administration Office
- Admissions
- Athletics & Summer School Team
- Business Office
- Campus Services
- Heads of Departments
- Heads of Sections
- Marketing Office
- Residential Life
- VP's
- Others

General Provisions

The instructional school year calendar shall consider and comply with, but shall not be limited to, the following items:

- School days
- Principal and Teacher preparation
- Professional development days
- Holidays
- Academic and Administrative procedural directives

Mandatory Holidays

- Adha
- Annunciation Day
- Armeian Christmas
- Ashura
- Assumption Day
- Christmas Holiday
- Easter (Eastern & Western)
- Fitir
- Good Friday (Eastern & Western)
- Hijri
- Independence Day
- Labour day
- New Year's Day
- Prophet Birthday
- Teacher's Day
- St Maroun's Day

Logistics

To view the BHS Public Calendar, go to the Calendar Pane (click the calendar icon at the bottom of the task pane) under "Other Calendars" and check the box "BHS Public Calendar in Public Folders". The BHS Public Calendar will now appear next to the personal calendar.

The BHS Public Calendar can be viewed alongside the personal calendar or on its own (uncheck the calendar under "My Calendars"). The calendars can be seen in day, week or month view. Events can be dragged and dropped from the BHS Public Calendar to the personal calendar.

The BHS Public Calendar is updated and maintained by the Administrative Officer. Please help to keep it up to date by following the procedures for booking events and premises with the DoS Administrative Assistant or informing the Administrative Officer of any other useful dates.

Set UP

If you cannot see "Other Calendars" in the Calendar Pane, you need to set up the BHS Public Calendar (this set up needs to be done once only) as follows:

1. Open Microsoft Outlook
2. Go to the "Folder List" (click the folder list icon at the bottom of the task pane)

3. Scroll down to “Public Folders” (at the end of the folder list)

4. Open “All Public Folders” (click on the + symbol next to it)

5. Right click “BHS Public Calendar” and select “Add to Favorites”

If you need any assistance in setting up the BHS Public Calendar please contact the IT Technician.

Revised GR / 14/07/2020