



**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 is developed progressively in preparation for the following academic year. In May, a final draft is distributed to all stakeholders. By the end of May, 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:

- Admissions
- Boarding Head
- Bookshop Manager
- Bursar
- Career Office
- Communication Officer
- Heads of Departments
- Heads of Sections
- Services and Property Manager
- Summer Camp Team
- 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
- Armenian 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
- Others

## **Logistics**

The BHS calendar is published on the school website and in the public folder. Any incidental updates are implemented through the Communication Officer.

Revised GR 19/1/2026

