### ACTIVITY CALENDAR

An official calendar is maintained in the principal's office. All activities are to be scheduled on this calendar. Sponsors and class officers are urged to schedule all activities as early as possible in the year.

### WEEKLY ANNOUNCEMENTS

Announcements must be given to the principal by Tuesday (one (1) week in advance) so they can be included on the weekly calendar.

To lessen interruption of class time, loud speaker announcements will be made only on an as needed basis, after approval by the principal.