

## **BACKGROUND**

The Superintendent believes a two-year school calendar should be designed to reflect the best educational interests of students and the organizational and learning needs of staff.

## **PROCEDURES**

1. The Superintendent expects the Principal to recommend an annual school calendar for the subsequent school year by April 30th of each year for approval by the Charter Board before May 31st.
2. In addition, the Principal shall present draft calendars for the next school year for information purposes.
3. Prior to recommending a school calendar, the Principal may consult with staff and parents for input and feedback.
4. Prior to recommending a school calendar that is substantially different from the traditional ten-month calendar, the Principal is expected to demonstrate a significant level of support for the change from staff and parents.
5. Each school calendar shall provide for the following:
  - 5.1 the minimum number of instructional hours prescribed by Alberta Education shall be met or exceeded;
  - 5.2 the number of instructional days for teachers shall not exceed two hundred (200);
  - 5.3 teachers shall be granted one (1) day in lieu in each reporting period during which evening parent-teacher or similar interviews are scheduled;
  - 5.4 eight (8) organizational days shall be scheduled with at least five (5) of these scheduled for teachers' professional development purposes; and
  - 5.5 any other conditions specified by legislation must be satisfied, including the scheduling of two (2) teaching days on which a teachers' convention is held.
6. The Superintendent shall give notice to the Minister in accordance with the *School Act*.
7. The Principal shall provide parents and staff with a copy of the next year's school calendar following Charter Board approval.

**Legal Reference:** *School Act*, sections 39, 56 and 97  
**Cross Reference:** Policy G-365, Teachers' Contract Terms  
Policy G-367, Certificated Staff – Professional Development  
AP-205 School Day  
**Date of Approval:** March 16, 2009  
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