

Administrative Procedure 201

Instructional Programs and Materials

SCHOOL YEAR AND CALENDAR

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 October 31st of each year for approval by the charter board before December 31st.
2. In addition, the principal shall present draft calendars for the next school year for approval in principle.
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 eight (8) non-instructional days shall be scheduled with a portion for employees' professional development purposes; and
 - 5.4 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 *Education 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: *Education Act*
Cross Reference: AP-424 Teachers' Contract Terms
AP-425 Certificated Staff – Professional Development
AP-205 School Day

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