

# **Administrative Procedure 201**

## **Instructional Programs and Materials**

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## **SCHOOL YEAR AND CALENDAR**

### **BACKGROUND**

The Superintendent believes that a multi-year school calendar should be designed to reflect the best educational interests of students while also supporting the organizational, instructional, and professional learning needs of staff.

The development of the school calendar is guided by the *Education Act*, other applicable provincial legislation, Alberta Education requirements, relevant administrative procedures, and meaningful feedback provided by staff, parents/guardians, and students. The calendar is intended to balance instructional time, student well-being, family needs, and opportunities for professional learning.

### **PROCEDURES**

1. A Westmount Charter School Calendar Committee shall support the development and review of the school calendar and shall include the Superintendent, the Human Resources Director, and the School Principals. The Calendar Committee may also seek input from staff and parents/guardians as part of the consultation process.
2. The Calendar Committee will recommend an annual school calendar for the subsequent school year by October 31st of each year for approval by the charter board no later than the November regular Charter Board meeting.
3. Prior to recommending a school calendar, the Principals shall consult staff and parents/guardians to gather feedback.
4. Where a proposed calendar differs significantly from the traditional ten-month school calendar, the Principals must demonstrate substantial staff and parent/guardian support.
5. Each approved school calendar shall include the following minimum requirements:
  - 5.1 instructional time that meets or exceeds the minimum instructional hours prescribed by Alberta Education;
  - 5.2 no more than 200 instructional days for teachers;
  - 5.3 a minimum of eight (8) non-instructional days, with a portion designated for employee professional learning;
  - 5.4 a minimum of three (3) professional learning/organizational days scheduled at the beginning of the school year to support staff preparation prior to the return of students;
  - 5.5 a minimum of four (4) parent-teacher conference dates, typically scheduled in November and March;
  - 5.6 the scheduling of two (2) professional learning days during which Teachers' Convention is held;
  - 5.7 a winter break of at least ten (10) consecutive days;
  - 5.8 a spring break of at least ten (10) consecutive days;
  - 5.9 recognition of federal general holidays (including Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, New Year's Day, Family Day, Good Friday, Victoria Day, and Canada Day); and
  - 5.10 compliance with all other legislative requirements.

6. The Superintendent shall provide notice to the Minister in accordance with the requirements of the *Education Act*.
7. Following Charter Board approval, the Principals shall ensure that parents/guardians and staff receive a copy of the approved school calendar.

<b>Legal Reference:</b>	<i>Education Act</i>
<b>Cross Reference:</b>	AP-424 Teachers' Contract Terms AP-425 Certificated Staff – Professional Development AP-205 School Day
<b>Date of Adoption:</b>	April 11, 2002
<b>Date of Revision:</b>	March 16, 2009, February 4, 2014, March 7, 2017, August 23, 2019, June 9, 2022, January 13, 2026
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