

The public school calendar for each year will be prepared by the Superintendent and publicly presented to the School Committee for approval before March 1st for the next school year. The number of instructional days or hours scheduled for the school year shall be in accordance with the standards set by the Massachusetts Department of Elementary and Secondary Education.

The proposed school calendar will be developed by an advisory Calendar Committee, led by the Superintendent. This committee will help to bring forth various perspectives and to consider potential impacts including but not limited to state and federal holidays, major cultural and religious observances, elections to be held on school grounds, contractual obligations, family and community interests, and other considerations impacting student success and wellbeing. This advisory calendar committee will be selected annually and shall convene no later than November 1st. The Calendar Committee will be composed of the Superintendent and the following other members:

- The Assistant Superintendent or other central administrator selected by the Superintendent;
- A School Committee member designated by the School Committee Chair,
- Three principals or other building administrators representing varying grade levels selected by the Superintendent; and
- Three teachers representing varying grade levels selected by the leadership of the Westford Education Association.

We acknowledge the diverse cultural, ethnic, religious and social traditions of our community, which should be recognized and understood through educational practice. For reference, a list of major cultural holidays and religious observances shall be listed on the school calendar. This list will be reviewed on an annual basis by the Calendar Committee in consultation with appropriate school and community religious and cultural resources.

For the information of staff, students, and parents, the calendar will set forth the days on which schools will be in session, as well as legal holidays, vacation periods, professional development days, early release days, parent-teacher conference days, and any other days not conforming to regular school hours. If the advisory Calendar Committee intends to propose any substantial changes to the previous school year calendar, every effort should be made to solicit input from parents through appropriate survey methods and/or consultation with School Advisory Councils.

Westford Public Schools Policy Reference:

- P5203 Religious Expression
- P6112 Homework
- R6112 Homework Regulation

**SCHOOL YEAR/SCHOOL CALENDAR**

**P5114**

MASC Model Policy Reference:  
IC/ICA

Massachusetts General Law References:

M.G.L. 71:1 Maintenance; Curriculum  
M.G.L. 71:4 High Schools; Maintenance of  
M.G.L. 71:4A Requirement to Keep Schools Open; Penalty  
M.G.L. 71:37 School Committee; Powers and Duties  
M.G.L. 76:1 School Attendance

Policy Adopted: April 9, 2001  
Policy Revised: March 12, 2012  
Policy Revised: November 7, 2016  
Policy Revised: June 15, 2020