

## **SCHOOL CALENDAR**

In exercising its role in establishing the school calendar, the Board recognizes that the primary requirement is the provision of instructional time necessary for optimal student learning. It is also necessary to provide for a variety of operational activities that support the provision of instruction. In setting the school calendar, maximizing student learning will be the primary goal.

### **Specifically**

1. The Board will determine the school calendar.
  - 1.1 The Board will establish the calendar through a consultative process.
  - 1.2 The Board will administer a Division survey when determined necessary by the Board or Superintendent.
  - 1.3 The Board will annually consult with bordering school authorities and those with whom we have transportation partnerships.
  - 1.4 The calendar shall be common for all schools with the exception of Spring Break, which if modified, must be common to all schools in a town or busing area.
  - 1.5 The Board shall approve school calendars for a three (3) year period. Year 1 is identified as the next school year and must receive final approval, Years 2 and 3 will be approved in principle, and all years will be approved by the April regular Board meeting.
  - 1.6 Notwithstanding clause 1.5, the Board may approve a one (1) year pilot calendar by preference.
2. The calendar shall be developed with the following considerations:
  - 2.1 The total number of operational days shall be set as close as possible to two hundred (200) in accordance with the School Act.
  - 2.2 The total number of instructional days shall be set as close as possible to one hundred and eighty-six (186) in all schools.
  - 2.3 The total instructional hours shall be set as close as possible to one percent (1%) more than the minimum established by Alberta Education.
  - 2.4 The first instructional day shall be the Tuesday following Labour Day.
  - 2.5 The Christmas break shall be a minimum of two (2) weeks.
  - 2.6 The Spring Break shall commence on the last Monday of March and will be at least one (1) full week.
  - 2.7 The school calendar must include two (2) assigned non-instructional days for Teachers' Convention.
  - 2.8 The school calendar may include the following assigned non-instructional days:
    - 2.8.1 Up to three (3) days for school opening activities;

- 2.8.2 One (1) day for Staff Institute;
  - 2.8.3 Two (2) days for student led/parent-teacher conferences;
  - 2.8.4 Up to two (2) days for Division or zone staff development activities;
  - 2.8.5 Up to two (2) days for school closing activities.
- 2.9 When staff development is conducted at times other than the defined operational days, a minimum of seven (7) hours of replacement time will define a day.
- 2.10 The school calendar may provide modifications for the following assigned and unassigned non-instructional activities:
- 2.10.1 Staff development;
  - 2.10.2 Professional learning as teams;
  - 2.10.3 Celebration and sharing of professional learning.
- 2.11 The Principal shall annually review the school calendar with the School Council.
3. The school day will be organized in a manner that accommodates the needs of the students, provides sufficient daily instructional time, and is sensitive to local circumstances.
- 3.1 Principals shall submit the proposed school day plan for the school to the Superintendent, by April 30 of each year. This will be reported annually to the Board as a Monitoring Report.
  - 3.2 In those cases where a school has both junior high and senior students, the minimum Division hours for each group of students may be implemented.
  - 3.3 The school day will provide rest or break periods suitable to the school population:
    - 3.3.1 Schools with elementary and middle school students will provide a morning and afternoon break for students or will provide breaks according to a school plan developed in accordance with current research and theories of child development.
    - 3.3.2 Schools with secondary students will provide students with sufficient time for class changes and may provide a morning and afternoon break where possible and appropriate.
    - 3.3.3 Students will be provided with a minimum of forty (40) minutes as a lunch break during the school day.
    - 3.3.4 The Principal shall annually review the school day for the next school year with the School Council.
4. The parents must be informed about the approved school calendar for each zone prior to June

Legal Reference: Section 21, 39, 56, 60, 61, 97, 113 School Act  
 Section 25 Employment Standards Code  
 Collective Agreement  
 Guide to Education ECS to Grade 12

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