

SCHOOL YEAR

Belief

The intent in building the school year calendar is to meet Alberta Education requirements, student learning needs, and provide a standardized structure to the year.

Guidelines

1. The school year calendar defines the number of operational and instructional days, and instructional time per school year.
2. The school year calendar will ensure that the length of the school year does not exceed 1100 hours or 200 teaching days.
3. An Operational Day is any day employees are required to be on duty and includes those days defined in the School Act.
4. An Instructional Day and therefore instructional time includes time scheduled for purposes of instruction, examinations/testing and other student activities where direct student-teacher interaction and supervision are maintained.

4.1 Instructional day and therefore instructional time does not include:

- 4.1.1 teacher convention days
 - 4.1.2 professional development days
 - 4.1.3 parent-teacher interview days
 - 4.1.4 teacher planning/organizational days
 - 4.1.5 staff meetings
 - 4.1.6 statutory and school authority-declared holidays
 - 4.1.7 lunch breaks
 - 4.1.8 recesses
 - 4.1.9 breaks between classes
 - 4.1.10 supervised study halls
 - 4.1.11 time taken for the registration of students
 - 4.1.12 extracurricular activities
 - 4.1.13 graduation/commencement rehearsals and ceremonies
5. The following principles will be used in the development of school year calendars:
 - 5.1 Must as a first priority meet student learning needs,
 - 5.2 Must be consistent from year to year with predictable school opening, year-end and holiday dates,
 - 5.3 Where possible, any school week for students should contain a minimum of three days with the exception of school opening and closing where there may be only two instructional days,

- 5.4 Where possible, the number of instructional days in semester one and two must be as close to equal a possible,
 - 5.5 Where possible, students should begin classes after Labor Day,
 - 5.6 Where possible, eleven job-embedded professional development days will be incorporated into the school year calendar and may be combined with other operational days to create a long weekend for students.
 - 5.7 Where possible, the Christmas break will be equivalent to two full weeks with at least two travel days prior to December 25th.
 - 5.8 Where possible, provide a one week spring break that includes Good Friday
 - 5.9 The timing of provincial exams may affect the placement of the Christmas break and the last instructional day in June.
6. A maximum of three operational days may be allowed for organizational purposes, two in the fall for registration and organization, and one at year end.
 7. The number of instructional hours must meet the following minimums:
 - 7.1 475 hours in ECS
 - 7.2 950 hours in Grades 1 – 9
 - 7.3 1000 hours in Grades 10 - 12
 8. The school year-end shall be organized in such a manner that the instructional program continues to the last instructional day and that students remain motivated and have a purpose in attending classes.
 9. Nothing in this administrative procedure is meant to prevent schools from having a pre-registration in the week prior to the school opening date.
 10. Schools may be allowed to dismiss students earlier than usual for emergencies and at the discretion of the Superintendent.
 11. Consultation regarding the school year calendar shall occur with employees, parents, partner organizations and neighboring school authorities prior to February 28th.
 12. A Modified School Year Calendar will be developed for those schools that need to operate under both of the following principles:
 - 12.1 The school is a bus transfer site.
 - 12.2 The bus arrival and/or departure time is significantly different than most schools.
 13. A Year Round Calendar will be developed for Ecole Queen Elizabeth School.

Reference: Section 56, 97 School Act
Guide to Education: ECS to Grade 12