

## **ORGANIZATION OF SCHOOL YEAR**

### **Background**

The school calendar is to be developed so as to reflect the educational interests of students, and the organizational and learning needs of Division staff. All legal and contractual obligations shall be reflected in the proposed calendar.

### **Procedures**

1. By the end of February each year, the Superintendent will provide, for the Board's approval, a calendar for the next school year. The Superintendent will also provide draft calendars for approval in principle by the Board for the two (2) years following the next school year. All legal and contractual obligations shall be reflected in the draft calendars.
2. The following principles have been established by the Board to assist in the calendar setting process:
  - 2.1 Principle One: Time for Student Learning
    - 2.1.1 As per Alberta Education's regulations, the minimum hours of instruction shall be the following:
      - 2.1.1.1 Four hundred seventy-five (475) hours for students in kindergarten;
      - 2.1.1.2 Nine hundred fifty (950) hours for students in grades 1 to 9;
      - 2.1.1.3 One thousand (1000) hours for students in grades 10 to 12.
    - 2.1.2 Breaks scheduled to benefit students and families:
      - 2.1.2.1 Two (2) weeks at Christmas;
      - 2.1.2.2 One (1) week at Easter;
      - 2.1.2.3 One (1) week in February coinciding with Teachers' Convention and Family Day.
    - 2.1.3 Professional learning days scheduled on Fridays where practicable, .
    - 2.1.4 Two (2) high school semesters of even length, where possible.
    - 2.1.5 Year-end connected to the Alberta Education examination schedule.
  - 2.2 Principle Two: Time for Staff Learning
    - 2.2.1 A minimum of eleven (11) professional learning days focused on continuous improvement and collective responsibility.
    - 2.2.2 Front loading learning days at the beginning of the school calendar, where possible, to allow for a continuous improvement cycle.
  - 2.3 Principle Three: Students Start After Labor Day Whenever Possible

- 2.3.1 Students start after Labor Day when 2.1.1.2 and 2.1.1.3 can also be met.
3. Alternative arrangements for the scheduling of Learning Days days may be made through application to the Assistant Superintendent, Learning Services.
  4. Dismissal times for students on the last day prior to Christmas and Easter breaks and on the last day of school will be three (3) hours earlier than the normal Friday dismissal time for each school. For teachers this will be designated as Time Free From Instruction.

Reference: Relevant Legislation & Guidelines