

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 a draft calendar for approval in principle by the Board for the one (1) year 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) and/or more weeks at Easter and/or another time in the school year
 - 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: A maximum of two student attendance staggered entry days (i.e. only a portion of the school population on each staggered entry day attends) may start each school year
 - 2.4 Principle Four: Student attendance staggered entry days will not be scheduled after Labor Day whenever possible
3. Alternative arrangements for the scheduling of Learning Days may be made through application to the Assistant Superintendent, Learning Services.
4. School opening and closing
 - 4.1 Division Office will direct the date that school offices will open annually and this will be a minimum of 6 working days prior to the first student attendance day.
 - 4.2 Principals (or designates) will be present in schools to ensure that the school to which he/she is assigned is closed and opened effectively and efficiently, and will spend sufficient time during the summer school closure period prior to Opening / Operations Day and following the final Operations Day identified in the annual school calendar as may be necessary to ensure for the proper management, operation and direction of the school.
 - 4.3 Office Administrators will be present in schools to support effective school opening and closure operations as identified in their annual work calendars.

Reference: Relevant Legislation & Guidelines