

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 Division will administer a survey when determined necessary by the Board or Superintendent.
 - 1.2 The Division will engage school authorities with whom the Board has transportation partnerships.
 - 1.3 The Board will 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.
2. In consultation with stakeholders:
 - 2.1 The first instructional day will be the Tuesday following Labour Day, except in those years when Labour Day falls later in September; in all cases, the first instructional day for students must be in September.
 - 2.2 The Christmas break will be a minimum of two (2) weeks.
 - 2.3 The Spring Break will commence on the last Monday of March and will be at least one (1) full week unless it is in conflict with the Alberta Education diploma exam schedule or other such matters. Then Spring Break will commence on the fourth Monday in March.
3. The school calendar must include two (2) assigned non-instructional days for Teachers' Convention.
4. The school calendar may include the following assigned non-instructional days:
 - 4.1 Three (3) days for school opening activities;
 - 4.2 Two (2) days for student led/parent-teacher conferences;
 - 4.3 Up to six (6) days for school division staff development;
 - 4.4 Up to two (2) days for school closing activities.
5. As per the *Guide to Education*, the school day will be organized in a manner that accommodates the needs of the students, provides required instructional times, and is sensitive to local circumstances.

- 5.1 The total number of instruction days will be as close as possible to 180 instructional days to ensure the required instructional times are met;
 - 5.1.1 Grade 1-9: 950 hours
 - 5.1.2 Grades 10-12: 1000 hours
- 5.2 As per section 205(2) of the *Education Act*, the school calendar will not exceed 200 operational days
- 6. Principals submit their proposed school day schedule for the following year to Division Services and Support.
 - 6.1 In those cases where a school has both junior high and senior students, the minimum required instructional hours for each group of students may be implemented.
 - 6.2 The school day will provide rest or break periods suitable to the school population:
 - 6.2.1 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.
 - 6.2.2 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.
 - 6.2.3 Students will be provided with a minimum of forty (40) minutes as a lunch break during the school day.
- 7. In accordance with the *Education Act*, the Board will determine and make publicly available on the Division website the days, dates, and number of days of school operation.
 - 7.1 The principal will ensure the school calendar is shared with the School Council.

Legal Reference: Section 18, 19, 52, 53, 60, 205, 222 Education Act
Section 25 Employment Standards Code
Collective Agreement
Guide to Education ECS to Grade 12

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