

## Administrative Procedure 107

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### SCHOOL DAY AND YEAR

#### Background

The Division believes in establishing a common Division school year to accommodate the effective delivery of the education program. The Division's school year calendar is developed and shared in a manner that benefits balanced student learning and provides for effective long range planning. Given the importance of a balanced school calendar for society - stakeholder feedback is essential in calendar planning and implementation.

#### Definitions

Instructional Day: A day during the school year when students receive instruction.

Instructional Time: Assigned time of instruction to students.

Non-Instructional Day: A day when school staff have duties assigned by the Board but students do not attend.

Operational Day: A day on which teachers provide instruction and/or have other duties assigned by the Board (includes both instructional and non-instructional days).

School Calendar: Includes instructional, non-instructional and operational days.

#### Procedures

1. The Superintendent will recommend a common Division school year calendar. The school year calendar shall be approved by the Board no later than April 30 of the previous year for that calendar.
2. Working back from the April approval date, a school calendar draft shall be available on the Division Website for public review for at least two (2) months.
3. The draft school year calendar public review shall provide a request for feedback and response prior to the timeline for decision making. This will include feedback from schools, school councils and other affected school jurisdictions.
4. The school year shall meet the requirements as set out in the Education Act and will generally provide for:
  - 4.1 One hundred and eighty-four (184) instructional days.
  - 4.2 Eleven (11) non-instructional days per school year for school professional activities approved by the Superintendent or designate, inclusive of:

- 4.2.1 Staff Planning and Development days, as required, at the beginning of the standard school year prior to students returning to school;
  - 4.2.2 Two (2) days to attend the local Alberta Teachers' Association organized Teacher's Convention;
  - 4.2.3 Parent-Teacher interview days or days in-lieu; and,
  - 4.2.4 One (1) development day at the end of a standard school year.
  - 4.2.5 **Commencement after Labour Day when possible.**
5. The school year for Kindergarten students shall be formulated through consultation with the Superintendent or designate and principals.
6. The following shall be considered non-operational days:
- 6.1 Labour Day
  - 6.2 **The National Day for Truth and Reconciliation when September 30<sup>th</sup> occurs on a week day**
  - 6.2 Thanksgiving Day
  - 6.3 Remembrance Day
  - 6.4 Alberta Family Day
  - 6.5 Good Friday
  - 6.6 Easter Monday
  - 6.7 Victoria Day
  - 6.8 Fall Break
  - 6.9 Winter Recess (Christmas Holidays)
  - 6.10 Spring Recess (Spring Break)
  - 6.11 Summer Recess
7. If the application of operational days creates a shortfall in the required hours of instruction or days of operation, the prescribed outline of the school year will vary to meet the requirements of Alberta Education.
8. Principals shall submit to the Superintendent the following information by June 1 for the subsequent school year:
- 8.1 The opening and closing times during the day;
  - 8.2 The noon and recess times; and,
  - 8.3 Hours of instruction.

9. A request to the Superintendent to modify the approved school year must include the following:
  - 9.1 Rationale for the modification to the approved school year;
  - 9.2 Effect on busing and other schools;
  - 9.3 Number of instructional hours;
  - 9.4 Length of school day;
  - 9.5 Number of operational days;
  - 9.6 Consultation with local school council; and,
  - 9.7 Other considerations.
10. Instructional Time
  - 10.1 Instructional Time shall be the time in which certificated teachers take responsibility for ensuring that learning activities for students are directed towards achieving outcomes of approved programs of educational studies or individualized approved education plans where there is:
    - 10.1.1 Teacher interaction with students, either face to face or by using information and communication technology for the purpose of teaching, assessing student achievement of outcomes and related educational activities which include tutorials, discussion groups and learning skills centres;
    - 10.1.2 Teacher interaction with students who are engaged in educational self-directed packages, independent study, computer assisted learning or classroom learning;
    - 10.1.3 Teacher supervision of educational presentations for or by students, educational workplace learning and other educational learning activities where a teacher is required to participate;
    - 10.1.4 Teacher attendance at student examinations or student tests; and,
    - 10.1.5 Direct teacher-student educational interaction.
  - 10.2 Instructional Time shall not include:
    - 10.2.1 Teacher convention days;
    - 10.2.2 Professional development days;
    - 10.2.3 Parent-teacher interview days;
    - 10.2.4 Teacher planning days;
    - 10.2.5 Staff meetings or teacher meetings;

- 10.2.6 Statutory and school authority declared holidays;
- 10.2.7 Lunch breaks;
- 10.2.8 Transition time or other breaks between classes;
- 10.2.9 Supervised study halls;
- 10.2.10 Time taken for registration of students;
- 10.2.11 Extracurricular activities;
- 10.2.12 Graduation ceremonies or rehearsals;
- 10.2.13 Recesses; and,
- 10.2.14 Any days which schools are closed.

11. Hours of Instruction

11.1 Hours of instruction shall be prescribed as follows:

- 11.1.1 ECS: 475 hours
- 11.1.2 Grades 1 through 9: 950 hours
- 11.1.3 Grades 10-12: 1000 hours (500 hours per semester)

12. The Superintendent will provide draft calendars for the upcoming two years to stakeholder groups.

Reference: Education Act 33 Base Instruction Funding Grades 1-12, Section 1.2, Funding Manual ECS Base Instruction Funding, Section 1.1, Funding Manual	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: January, 2025

References shall be updated as required and do not require additional approval.