



BOARD
MEMORANDUM

Date: March 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources
Subject: AP235 – Operational School Year and Calendar

Purpose:

For information.

Background:

The Board of Trustees requested administration to review AP235 – *Operational School Year and Calendar*. It was requested the statement “Monday through Friday” in article 6 be removed to allow more flexibility for the Christmas Break when creating school year calendars.

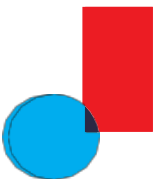
In addition, definitions were added and the date for final approval of the Calendar, article 2, was amended. The change of date for final approval accommodates the registration timeline of students for the upcoming school year.

Administration is prepared to respond to questions at the March 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools must establish an operational school year calendar in accordance with the Education Act with the opening day, closing day and the number of days of school operation in each school year.

PROCESS

The Associate Superintendent Human Resources will be responsible for the process of establishing the operational school year.

Definitions

- a) Instructional Day: A day during the school year when students receive instruction.
- b) Instructional Time: Assigned time of instruction to students.
- c) Non-instructional Day: A day when school staff have duties assigned by the Board, but students do not attend.
- d) Non-operational Day: A day that students and staff do not attend, including but not limited to Fall, Winter, Spring and Summer Breaks and general holidays.
- e) 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).
- f) School Calendar: Includes instructional, non-instructional and operational days

PROCEDURE

Approval in Principle

1. An operational school year calendar, which includes the School Operational Calendar Day Count and Details, shall be prepared for approval in principle by the Board of Trustees on or before April 1 one full school year preceding the operational school year through a formal process that includes:
 - 1.1 Senior Executive initial review;

References: *Board Policy: 205 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60



- 1.2 Committee of the Whole initial review, and
- 1.3 Board Meeting approval in principle.

Final Approval

- 2. The operational school year calendar shall be prepared for final approval by the Board of Trustees on or before November 1 of the preceding operational school year through a formal process that includes:
 - 2.1 Senior Executive final review;
 - 2.2 Committee of the Whole final review;
 - 2.3 Administrative Council review;
 - 2.4 Teacher-Board Advisory Committee (TBAC) review;
 - 2.5 School Council review, and
 - 2.6 Board of Trustees final approval.
- 3. The operational school year calendar will have no less than 180 instructional days.
- 4. The first day of operation in the school year shall be established to ensure that:
 - 4.1 students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education
 - 4.2 teachers have access to any professional development activity deemed necessary at the Division or school level, and
 - 4.3 school staff have time deemed necessary for school year start-up
- 5. The last day of operation in the school year shall be June 30, except when that date falls on a Saturday or Sunday.

References: *Board Policy: 205 Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60*




6. A fixed Christmas school break shall be established which shall include two (2) full weeks and encompass the December 24 to January 2 period.
7. A fixed spring school break shall consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval. The March break shall commence either the final full operational week of March or the last Monday of March.
8. The following shall be classified as non-operational periods:
 - 8.1 Labour Day
 - 8.2 National Day for Truth and Reconciliation
 - 8.3 Thanksgiving Day
 - 8.4 Remembrance Day
 - 8.5 Family Day
 - 8.6 Good Friday
 - 8.7 Easter Monday
 - 8.8 Victoria Day
 - 8.9 Summer School Break
 - 8.10 Christmas School Break
 - 8.11 Spring School Break
9. There shall be two (2) days in each school year for Teachers' Convention.
10. The Board may approve operational, non-instructional days for some or all of the following purposes:
 - 10.1 Parent/teacher conference – two (2) days

References: *Board Policy: 205 Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60*



- 10.2 Opening and closing of schools at the beginning and the end of the school year – one (1) day (Senior High), three (3) days (Elementary/Junior High)
 - 10.3 Professional Development days
 - 10.4 Other days approved by the Board in accordance with the Education Act.
11. After the approval of the school year by the Board, the Superintendent shall ensure that the Minister is advised in accordance with the Education Act.

A decorative graphic on the left side of the page, consisting of a red semi-circle at the top, a dark blue vertical bar in the middle, and a light blue vertical bar at the bottom.

References: *Board Policy: 205 Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60*



PURPOSE

Sturgeon Public Schools must establish an operational school year calendar in accordance with the Education Act with the opening day, closing day and the number of days of school operation in each school year.

PROCESS

The Associate Superintendent Human Resources~~People Services~~ will be responsible for the process of establishing the operational school year.

Definitions

- a) Instructional Day: A day during the school year when students receive instruction.
- b) Instructional Time: Assigned time of instruction to students.
- c) Non-instructional Day: A day when school staff have duties assigned by the Board, but students do not attend.
- d) Non-operational Day: A day that students and staff do not attend, including but not limited to Fall, Winter, Spring and Summer Breaks and ~~statutory general~~ holidays.
- e) 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).
- f) School Calendar: Includes instructional, non-instructional and operational days

PROCEDURE

Approval in Principle

1. An operational school year calendar, which includes the School Operational Calendar Day Count and Details, shall be prepared for approval in principle by the Board of Trustees on or before April 1 one full school year preceding the operational school year through a formal

References: *Board Policy: 205 Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60*



process that includes:

- 1.1 Senior Executive initial review;
- 1.2 Committee of the Whole initial review, and
- 1.3 Board Meeting approval in principle.

Final Approval

2. The An operational school year calendar shall be prepared for final approval by the Board of Trustees on or before April 1 November 1 of the preceding operational school year through a formal process that includes:
 - 2.1 Senior Executive final review;
 - 2.2 Committee of the Whole final review;
 - 2.3 Administrative Council review;
 - 2.4 Teacher-Board Advisory Committee (TBAC) review;
 - 2.5 School Council review, and
 - 2.6 Board of Trustees final approval.
3. The operational school year calendar will have no less than 180 instructional days.
4. The first day of operation in the school year shall be established to ensure that:
 - 4.1 students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education
 - 4.2 teachers have access to any professional development activity deemed necessary at the Division or school level, and
 - 4.3 school staff have time deemed necessary for school year start-up
5. The last day of operation in the school year shall be June 30, except when that date falls on a Saturday or Sunday.

References: *Board Policy: 205 Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60*



- 6. A fixed Christmas school break shall be established which shall include two (2) full weeks (~~Monday through Friday~~) and encompass the December 24 to January 2 period.
- 7. A fixed spring school break shall consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval. The March break shall commence either the final full operational week of March or the last Monday of March.
- 8. The following shall be classified as non-operational periods:

~~8.1~~ 8.1 Labour Day

~~8.18.2~~ 8.18.2 National Day for Truth and Reconciliation

~~8.28.3~~ 8.28.3 Thanksgiving Day

~~8.38.4~~ 8.38.4 Remembrance Day

~~8.48.5~~ 8.48.5 Family Day

~~8.58.6~~ 8.58.6 Good Friday

~~8.68.7~~ 8.68.7 Easter Monday

~~8.78.8~~ 8.78.8 Victoria Day

~~8.88.9~~ 8.88.9 Summer School Break

~~8.98.10~~ 8.98.10 Christmas School Break

~~8.108.11~~ 8.108.11 Spring School Break

- 9. There shall be two (2) days in each school year for ~~teachers'~~ Teachers' ~~Ce~~ Convention.
- 10. The Board may approve operational, non-instructional days for some or all of the following purposes:
 - 10.1 Parent/teacher conference – two (2) days

References:

- Board Policy: 205 Operational School Year
- School Operational Year Calendar Details
- School Operational Year Calendar Day-Count
- School Operational Year Calendar
- Three Year Educational Plan
- Education Act: Section 60



- 10.2 Opening and closing of schools at the beginning and the end of the school year – one (1) day (Senior High), three (3) days (Elementary/Junior High)
 - 10.3 Professional Development days
 - 10.4 Other days approved by the Board in accordance with the Education Act.
11. After the approval of the school year by the Board, the Superintendent/~~CEO~~ shall ensure that the Minister is advised in accordance with the Education Act.

References: *Board Policy: 205 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
Education Act: Section 60