



**Date:** December 20, 2023 **Agenda Item:** 8.8

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Lisa Lacroix, Associate Superintendent, Human Resources

**Governance Policy:** [AP235: Operational School Year Calendar](#)

**Additional Reference:** [Education Act](#)

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):

School Authority Operations and Resources

**Subject:** **Administrative Procedure 235: Operational School Year and Calendar**

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**Purpose:**

For information.

**Background:**

A review was conducted of *Administrative Procedure 235: Operational School Year and Calendar*. The amended Administrative Procedure aligns with the requirements as set out in the Education Act to ensure sufficient instructional days to attend to the hours of instruction required by Alberta students.

In addition, amendments were implemented to ensure that all employee groups were appropriately addressed in the review process. Removing the last day of operations provides the Board with greater flexibility in determining the School Year Calendar.

Administration is prepared to respond to questions at the December 20, 2023, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 235: Operational School Year and Calendar - Clean Copy
2. Administrative Procedure 235: Operational School Year and Calendar - Tracked Changes

## **Administrative Procedure 235**

# **Operational School Year and Calendar**

**Responsible Administrator: Associate Superintendent, Human Resources**

## **PURPOSE**

A board shall determine and make publicly available for each school year the days, dates and number of days of school operation (Education Act Section 60).

## **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 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;
  - 1.2 Committee of the Whole initial review, and
  - 1.3 Board approval.

## Final Approval

2. The operational school year calendar shall be prepared for final approval by the Board 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 Canadian Union of Public Employees Local 4625;
  - 2.6 School Council review, and
  - 2.7 Board final review and approval
3. The school year shall meet the requirements as set out in the Education Act and will generally provide for sufficient instructional days to attend to the hours of instruction required by Alberta students.
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
    - 4.1.1 Early Childhood Services (ECS): 475 per school year
    - 4.1.2 Grades 1 through 9: 950 hours per school year
    - 4.1.3 Grades 10 through 12: 1000 hours per school year (500 per semester)
  - 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 following shall be classified as non-operational periods:
  - 5.1 Labour Day
  - 5.2 National Day for Truth and Reconciliation Day
  - 5.3 Thanksgiving Day
  - 5.4 Remembrance Day
  - 5.5 Family Day
  - 5.6 Good Friday
  - 5.7 Easter Monday
  - 5.8 Victoria Day
  - 5.9 Summer Break
  - 5.10 Christmas Break
  - 5.11 Spring Break
  - 5.12 Fall Break
6. There shall be two (2) days in each school year for Teachers' Convention.
7. The Board may approve operational, non-instructional days for some or all of the following purposes:
  - 7.1 Parent/teacher conference – two (2) days
  - 7.2 Opening and closing of schools at the beginning and the end of the school year
  - 7.3 Professional Development days

## References:

[Policy 225: Role of the Board](#)

School Operational Year Calendar Details

School Operational Year Calendar Day-Count

School Operational Year Calendar

Three Year Educational Plan

Education Act: Section 60

Guide to Education ECS to Grade 12

## **History**

2020 Jan 29 Initial Approval

2022 Mar 23 Amended

2023 Dec 20 Amended

## Administrative Procedure 235

# Operational School Year and Calendar

Responsible Administrator: Associate Superintendent, Human Resources

## PURPOSE

A board shall determine and make publicly available for each school year the days, dates and number of days of school operation (Education Act Section 60).

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

## 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 Canadian Union of Public Employees Local 4625](#);
  - ~~2.65~~ School Council review, and
  - ~~2.67~~ Board of ~~Trustees~~ final [review and approval](#).
3. ~~The school year shall meet the requirements as set out in the Education Act and will generally provide for sufficient instructional days to attend to the hours of instruction required by Alberta students. 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
    - [4.1.1 Early Childhood Services \(ECS\): 475 per school year](#)
    - [4.1.2 Grades 1 through 9: 950 hours per school year](#)
    - [4.1.3 Grades 10 through 12: 1000 hours per school year \(500 per semester\)](#)
  - 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.~~
- ~~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. A fixed fall school break shall be established which shall consist of five (5) consecutive school days. The fall break shall commence in November inclusive of Remembrance Day should it occur during the five (5) day interval and the day in lieu.~~
- ~~859~~. The following shall be classified as non-operational periods:
  - ~~859~~.1 Labour Day
  - ~~598~~.2 National Day for Truth and Reconciliation Day
  - ~~598~~.3 Thanksgiving Day
  - ~~598~~.4 Remembrance Day
  - ~~598~~.5 Family Day
  - ~~598~~.6 Good Friday
  - ~~598~~.7 Easter Monday
  - ~~598~~.8 Victoria Day
  - ~~598~~.9 Summer ~~School~~ Break
  - ~~598~~.10 Christmas ~~School~~ Break
  - ~~598~~.11 Spring ~~School~~ Break
  - [59.12 Fall ~~School~~ Break](#)
69. There shall be two (2) days in each school year for Teachers' Convention.
740. The Board may approve operational, non-instructional days for some or all of the

following purposes:

~~740.1~~ Parent/teacher conference – two (2) days

~~74.2~~ 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)~~

~~740.3~~ Professional Development days

~~740.4~~ Other days approved by the Board in accordance with the Education Act.

~~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.~~

## References:

[Policy 225: Role of the Board](#)

~~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

[Guide to Education ECS to Grade 12](#)

## History

2020 Jan 29 Initial Approval

2022 Mar 23 Amended

[2023 December 20 Amended](#)