

**DATE:** December 13, 2011

**TO:** Board of Trustees

**FROM:** Edgar Schmidt, Superintendent of Schools

**SUBJECT:** School Year Calendar 2012–2013

**ORIGINATOR:** Tanni Parker, Assistant Superintendent

**RESOURCE STAFF:** Bruce Cline, Jan Favel

**REFERENCE:** A motion was carried on April 26, 2011 that “approval of the 2012-2013 School Year Calendar be deferred until December 2011.”

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#### **ISSUE**

This report went to Board on April 26, 2011. A motion was carried on April 26, 2011 that “approval of the 2012-2013 School Year Calendar be deferred until December 2011, at which time the Board would review suitable school calendar options with consideration to feedback received.” A motion to defer was passed at the April 26, 2011 Board meeting.

#### **RECOMMENDATION**

**In order to meet the instructional time requirements of Alberta Education, it is recommended that the first day of instruction for the 2012-2013 school year fall on Tuesday, September 4, 2012 and the last instructional day fall on Thursday, June 27, 2013. The recommended calendar meets the requirements of Board Policy HCA.BP.**

#### **BACKGROUND**

A web survey was conducted on the 2012-2013 school calendar to receive feedback from all stakeholders. Results from the survey and feedback was provided to Board on November 29, 2011.

#### **RELATED FACTS**

##### **Requirements of School Calendars**

In constructing these calendars, the following requirements of Alberta Education have been met:

- Elementary and junior high school students must receive 950 hours of instruction per school year.
- Senior high school students must have access to 1,000 hours of instruction per school year.
- Senior high school five credit courses require 125 hours of instruction and three credit courses require 62.5 hours of instruction. The number of instructional days available in each semester must be sufficient to meet this requirement for every course offered either in a quarter, semester or full-year term and must take into account the placement of Alberta Education diploma exams.
- These instructional time requirements must be met on an annual basis.

The following requirements are also addressed:

- A full school week requires a minimum of 1,520 minutes of instruction at the elementary and junior high school levels, or an average of 304 minutes per day. To meet the 950 hours of instruction for the year, at least 188 instructional days are required.
- Schools are able to declare up to three professional development days and one day-in-lieu. This requires that 192 possible instructional days are made available in the calendar.
- Two days at the end of February or early March are reserved for the Greater Edmonton Teachers' Convention.

### **Use of the 10-Month Calendar within the District**

The 10-month calendars are used by all district schools except the following:

- Talmud Torah follows a 10-month calendar that is modified to account for Jewish holidays.
- Three schools – Donnan, Vimy Ridge, and Braemar - follow a modified 11-month calendar.
- All institutions with the exception of Kennedale follow the 10-month calendar, although summer programs are offered in some institutions. Kennedale follows a 12-month instructional calendar.
- Schools may apply to the Superintendent for approval to modify the calendar to meet local instructional needs while adhering to Alberta Education's minimum instructional time requirements.

### **CONSIDERATIONS & ANALYSIS**

Other highlights of the recommended 2012-2013 school year calendar include:

- There are two non-instructional days for staff prior to September 1, 2012. These days are to be designated as operational days used to prepare for the up-coming school year.
- The last instructional day prior to the Winter Recess is Friday, December 21, 2012. Staff and students return to school on Monday, January 7, 2013.
- Teachers' Convention is designated to fall on February 28 and March 1, 2013.
- The last instructional day prior to the Spring Recess is Friday, March 22, 2013. Students return to school on Tuesday, April 2, 2013.

### **NEXT STEPS**

Once approved by Board, the calendar will be adopted for the 2012–2013 school year.

### **ATTACHMENTS & APPENDICES**

ATTACHMENT I 2012–13 School Year Calendar

ATTACHMENT II HCA.BP – Approval of the School Year Calendar

BC:mp



# 2012 -13

## AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

INSTRUCTIONAL DAYS = 193*
NON-INSTRUCTIONAL DAYS = 5
NON-OPERATIONAL DAYS
TOTAL DAYS = 197

\* Instructional days may be reduced by three Professional Development Days and one day-in-lieu.

## School Calendar 2012 - 2013

2012 - 2013	Total Days	Instructional Days
August	2	0
September	19	19
October	22	22
November	22	22
December	15	15
January	19	19
February	19	18
March	16	15
April	21	21
May	22	22
June	<u>20</u>	<u>20</u>
	197	193*

Labour Day	September 3, 2012
Thanksgiving Day	October 8, 2012
Remembrance Day	November 11, 2012 (Sunday)
Winter Recess	December 24, 2012 – January 4, 2013 inclusive
Family Day	February 18, 2013
Teachers' Convention	February 28 and March 1, 2013
Spring Recess	March 25, 2013 – March 28, 2013 inclusive
Good Friday	March 29, 2013
Easter Monday	April 01, 2013
Victoria Day	May 20, 2013
First day of operation	August 30, 2012 (Thursday)
First day of instruction	September 04, 2012 (Tuesday)
Last day of instruction	June 27, 2013 (Thursday)
Last day of operation	June 28, 2013 (Friday)

\* Instructional days may be reduced by up to three school professional development days and one day in lieu.

# Edmonton Public Schools Board Policies and Regulations

CODE: HCA.BP                      EFFECTIVE DATE: 13-02-2007  
 TOPIC: Approval of the        ISSUE DATE: 14-02-2007  
 School Year Calendar        REVIEW DATE: 02-2012

The school year calendar is the calendar that is used by the majority of district schools that follow the September through June instructional year.

The Board of Trustees believes that a consistent school calendar should be used by schools offering instruction during the September through June time period. This allows the majority of the district's students to start and end the school year and to be dismissed for major recesses on the same dates, while still allowing schools some discretion in scheduling and identifying professional development days and days-in-lieu. A standard calendar allows the Board to more easily undertake its responsibility to ensure that all students in Edmonton Public Schools have available to them as a minimum the amount of instructional time mandated by the Minister of Education and communicated in the Guide to Education.

Whereas the Board believes that it is ideal for students to commence their instruction on the Tuesday after Labour Day, there will be years in which the number of available instructional days during the September through June timeframe may preclude this. In such years the Board will endeavour to ensure that instruction commences after August 31.

The Board believes that parents, students, staff and community need to be made aware of future planned school calendars to allow time to appropriately plan ahead to ensure that students are given the optimum opportunity to access instruction. During each school year, the Board shall:

1. Approve an additional school year calendar, thereby giving staff, students, parents and the public access to approved school year calendars for two years after the current school year.
2. Approve any changes to any previously-approved school year calendar made necessary by information not available at the time the calendar was approved.

Should circumstances arise at a school where the approved calendar does not meet the school's needs, the superintendent of schools is given the authority to modify the school calendar for that school on an annual basis.

Reference(s):

[GCBD.AR](#) - Time in Recognition of Duties Related to Reporting Student Achievement

[GLC.AR](#) - School Professional Development Days

[HCA.AR](#) - The School Year Calendar

[HCAA.AR](#) - Dismissal Times Before Vacation Periods

[HCAB.AR](#) - Remembrance Day

[HD.BP](#) - Instructional Time

[HE.BP](#) - Organization for Instruction

[HEA.AR](#) - Semester Changeover - Senior High Schools

*School Act* Sections 39(1)(a), 39(1)(c), and 56(1) - (6)

Alberta Education's [Guide to Education - ECS to Grade 9 Programming, Senior High School Programming](#)