

EDMONTON PUBLIC SCHOOLS

January 30, 2007

TO: Board of Trustees

FROM: Trustee Colburn, Policy and Planning Committee
Trustee Fleming, Policy and Planning Committee
Trustee Hansen, Policy and Planning Committee
Trustee Keiver, Policy and Planning Committee

SUBJECT: Policy HCA.BP: Approval of the School Year Calendar

ORIGINATOR: R. MacNeil, Executive Director

RESOURCE
STAFF: Mike Falk

RECOMMENDATION

1. That the rescission of board regulation HCA.BR, School Year Calendar (Appendix III) and replacement with new policy HCA.BP, Approval of the School Year Calendar (Appendix I), be introduced.
2. That the rescission of board regulation HCA.BR, School Year Calendar (Appendix III) and replacement with new policy HCA.BP, Approval of the School Year Calendar (Appendix I), be considered for the first time.
3. That the rescission of board regulation HCA.BR, School Year Calendar (Appendix III) and replacement with new policy HCA.BP, Approval of the School Year Calendar (Appendix I), be considered for the second time.

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In accordance with the board's policy approval process, a recommendation for the rescission of board regulation HCA.BR, School Year Calendar and replacement with new policy HCA.BP, Approval of the School Year Calendar (Appendix I), will be brought for third and final consideration at the next public board meeting.

The recommendation for approval of policy HCA.BP, Approval of the School Year Calendar (Appendix I), represents the first stage in the replacement of the out-dated school calendar Board Regulation, HCA.BR (Appendix III) with a new board policy and a supporting administrative regulation. A draft of the proposed administrative regulation is included in Appendix II for completeness. This administrative regulation will be brought forward to the Superintendent for approval after the policy has been approved.

In accordance with the board's policy approval process, a web survey was made available for public input into the draft policy and the results of this survey have been analyzed as follows:

- 25 responses were obtained, with 5 identified as from parents, 6 from principals/D.U. Administrators, and 14 from Staff Members
- 5 out of 25 responders indicated that clarification was needed, leading to some minor wording changes in the draft policy.
- 9 out of 25 responders indicated that elements should be added. One parent and two principals indicated that instruction should always start after Labour Day. One parent and one staff member indicated that alternative calendars should be approved in the same manner. Two principals, one parent and one staff member suggested that instruction should continue as close to Christmas as possible, even if it means ending and starting instruction mid-week.

Throughout the 2005-2006 school year consultation with the Teacher's Advisory Group, Key Communicators, ATA, and Superintendent's Council took place with regard to drafts of the calendar policy and administrative regulations. Outside of a desire to start instruction in September as late as possible, the major feedback was appreciation for being informed of the restrictions dictating the building of a school year calendar. As feedback was received the draft policy was updated appropriately.

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- Appendix I: Draft of policy HCA.BP – Approval of the School Year Calendar
- Appendix II: Draft of Administrative Regulation – The School Year Calendar
- Appendix III: Existing Board Regulation HCA.BR – School Year Calendar

Code: HCA.BP

Topic: Approval of the School Year Calendar

EFFECTIVE DATE:

ISSUE DATE:

REVIEW DATE:

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.

References:

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

The Guide to Education - ECS to Grade 9 Programming, Senior High School Programming

HCA.AR - The School Year Calendar (under development)

HCAA.AR – Dismissal Times Before Vacation Periods

HCAB.AR – Remembrance Day

HD.BP – Instructional Time

HAD.AR – Instructional Time for French Second Language and International Language and Culture

HE.BP – Organization for Instruction

HEA.AR – Semester Changeover – Senior High Schools

GCBD.AR – Time in Recognition of Duties Related to Reporting Student Achievement

GLC.AR – School Professional Development Days

APPENDIX II

Code: HCA.AR
Topic: The School Year Calendar

EFFECTIVE DATE:
ISSUE DATE:
REVIEW DATE:

A. DEFINIITIONS

Operational Day – any day in which staff have duties assigned by the Board.

Instructional Operational Day – A day during the school year when students receive instruction or take examinations.

Non-Instructional Operational Day – A day when teachers have duties assigned by the board but the district schools are not open for instruction.

Non-Operational Day – A day when staff have no duties assigned by the board.

B. NON-OPERATIONAL DAYS

The following are Non-Operational Days:

1. Saturdays and Sundays;
2. A fixed Summer Recess starting the day after the last operational day in June and ending the day prior to the first operational day of the school year.

The days listed below:

Labour Day
Thanksgiving Day
Remembrance Day
Family Day
Good Friday
Easter Monday
Victoria Day

3. A fixed Winter Recess, mandated by The School Act to include two weeks inclusive of December 24 and January 2;
4. A fixed Spring Recess that begins on the last Monday of March and consists of five consecutive days inclusive of Good Friday or Easter Monday should either of these days occur during the five day interval;

5. One day per school year that may be taken by each school as time in recognition of parent-teacher interviews, provided that the minimum hours of instruction mandated by Alberta Education is met. In years where there are two non-instructional operational days at the end of the school year, one of these days may be designated as the day-in-lieu.
6. Subject to Section 56 of The School Act, any day that the Board, in its discretion declares to be a school holiday.

C. NON-INSTRUCTIONAL OPERATIONAL DAYS:

The following are Non-Instructional Operational Days:

1. Two days prior to the first day of instruction.
2. Two days at the end of the school year. The superintendent of schools may approve a reduction in the number of non-instructional operational days at the end of the school year.
3. Three days per school year granted to each school for professional development activities approved by the superintendent of schools.
4. Two days on which a teachers convention, legislated in The School Act, is held;
5. One semester change-over day for senior high schools that operate a semester schedule for the majority of students, provided the required hours of instruction can be met for all students.

D. INSTRUCTIONAL OPERATIONAL DAYS AND THE SCHOOL CALENDAR

The school year calendar must be developed to accommodate provincial requirements related to the access to instruction at kindergarten, elementary/junior high and senior high school levels:

1. The provincially mandated hours of instruction for students are:

Kindergarten (half-day):	475 hours per year
Grades 1 through 9:	950 hours per year
Grades 10 through 12	1000 hours per year

2. Schools offering instruction at Grades 10 through 12 have the additional requirement of providing 125 hours of instruction for each 5 credit course, 62.5 hours for each 3 credit course and 25 hours for each one credit course.

3. Although examination days are classified as instructional days, the identification of instructional days in senior high schools must be sensitive to the placement of Alberta Education diploma examinations so that hours of instruction requirements can be met in year-long, semester and quarter scheduling options.

E. SPECIAL CIRCUMSTANCES

1. Schools that follow modified calendars must have approval of the superintendent of schools on an annual basis and must meet the minimum instructional hours mandated by Alberta Education.
2. The superintendent of schools has the authority to modify the school calendar to meet the needs of individual schools.

References:

The School Act - Sections 39(1) and 56

The Guide to Education - ECS to Grade 9 Programming, Senior High School Programming

HCA.BP – Approval of the School Year Calendar

HCAA.AR – Dismissal Times Before Vacation Periods

HCAB.AR – Remembrance Day

HD.BP – Instructional Time

HAD.AR – Instructional Time for French Second Language and International Language and Culture

HE.BP – Organization for Instruction

HEA.AR – Semester Changeover – Senior High Schools

GCBD.AR – Time in Recognition of Duties Related to Reporting Student Achievement

GLC.AR – School Professional Development Days

Edmonton Public Schools Board Policies and Regulations

CODE: HCA.BR
TOPIC: School Year Calendar

EFFECTIVE DATE: 11-02-1992
ISSUE DATE: 25-02-1992
REVIEW DATE: 02-1997

A. DEFINITIONS

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

Operational Day - A day when teachers have duties assigned by the board but the district schools are not open for instruction.

Non-Operational Day - A day when teachers have no duties assigned by the board.

B. REGULATIONS

1.
 - a. The board shall approve the school year calendars for a five-year period.
 - b. The five-year calendar shall be reviewed annually and updated with approval of a one-year extension.

2. The school year calendar shall meet the following requirements:
 - a. that hours of instructional time meet Alberta Learning regulations when averaged over the five-year calendar period;
 - b. that there be a set winter recess which shall include two full weeks (Monday through Friday) inclusive of December 24 and January 2; and
 - c. that there be a fixed spring recess which shall begin on the last Monday of March and consist of five consecutive days inclusive of Good Friday or Easter Monday should either of these days occur during the five day interval.

3. The following are non-operational days:
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day
 - Alberta Family Day

- Good Friday
- Easter Monday
- Victoria Day
- Winter Recess
- Spring Recess
- Summer Recess

4. The following are operational days:
 - . two days at the beginning and the end of the school year;
 - a. two days per school year that may be granted to each school for professional development activities approved by the superintendent of schools;
 - b. one day per school year for program implementation and related professional development as may be authorized by the superintendent of schools; and
 - c. two days on which a teachers' convention, legislated in the *School Act*, is held.

5. The superintendent of schools has the authority to vary the school calendar to meet the needs of individual schools.

Reference(s):

[HD.BR](#) - Instructional Time

[School Act](#) Sections 39(1), 56 and 97

Alberta Learning's [Guide to Education: ECS to Grade 12](#)
