

DATE: May 22, 2012
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: School Year Calendar 2013-2014
ORIGINATOR: Tanni Parker, Assistant Superintendent
RESOURCE STAFF: Bruce Cline, Jan Favel
REFERENCE: [HCA.BP - Approval of the School Year Calendar](#)

ISSUE

During each school year, the Board shall approve an additional school year calendar for two years after the current school year to allow staff, students, parents and the public access to approved school year calendars.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 10-month school year calendar for the 2013-2014 school year shown in Appendix I.

BACKGROUND

In order to meet the instructional time requirements of Alberta Education, it is recommended that the first day of instruction for the 2013-2014 school year fall on Tuesday, September 3, 2013 and the last instructional day fall on Thursday, June 26, 2014. The recommended calendar meets the requirements of Board Policy HCA.BP, shown in Appendix II.

RELATED FACTS

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 1000 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 1520 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 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 religious holidays.
- Three schools – Donnan, Vimy Ridge, and Braemar - follow a modified 11-month calendar.
- M. E. LaZerte High School, Grace Martin School and Edmonton Christian Schools follow modified calendars that accommodate an August start date earlier than that of other schools but it is not considered an 11-month calendar.
- All Institutional Services Schools 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 2013-2014 school year calendar include:

- There are three non-instructional days for staff prior to September 1, 2013. These days are to be designated as operational days used to prepare for the upcoming school year.
- The last instructional day prior to the Winter Recess is Friday, December 20, 2013. Staff and students return to school on Monday, January 6, 2014.
- Teachers' Convention is designated to fall on February 27 and February 28, 2014.
- The last instructional day prior to the Spring Recess is Friday, March 28, 2014. Students return to school on Monday, April 7, 2014.

NEXT STEPS

Once approved by Board, the calendar will be adopted for the 2013-2014 school year.

ATTACHMENTS & APPENDICES

ATTACHMENT I 2013-2014 School Year Calendar

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

BC:jf



EDMONTON PUBLIC SCHOOLS

2013 - 2014

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 = 190
	NON-INSTRUCTIONAL DAYS = 6
	NON-OPERATIONAL DAYS
	START of YEAR = 3
	TOTAL DAYS = 196

* Days may be reduced by 3 Professional Development Days and one day-in-lieu.

SCHOOL CALENDAR 2013 – 2014

2013 - 2014	Total Days	Instructional Days
August	3	0
September	20	20
October	22	22
November	20	20
December	15	15
January	20	20
February	19	17
March	20	20
April	16	16
May	21	21
June	20	19
 TOTAL	 <u>196</u>	 190*

Labour Day	September 2
Thanksgiving	October 14
Remembrance Day	November 11 (Monday)
Winter Recess	December 23 – January 6 inclusive
Family Day	February 17
Teachers' Convention	February 27-28
Good Friday	April 18
Easter Monday	April 21
Spring Recess	March 31 – April 4 inclusive
Victoria Day	May 19

First day of operation	August 29 (Wednesday)
First day of instruction	September 4 (Tuesday)
Last day of instruction	June 26 (Thursday)
Last day of operation	June 27 (Friday)

* days may be reduced by 3 Professional Development Days and one day-in-lieu.

Edmonton Public Schools

Board Policies and Regulations

CODE: HCA.BP
 TOPIC: Approval of the School Year Calendar

EFFECTIVE DATE: 13-02-2007
 ISSUE DATE: 14-02-2007
 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](#)