

## Administrative Procedure 130 - Learning Calendar

---

### Background

The Board has delegated the responsibility for the development of a rolling three-year learning calendar to the Superintendent. In consultation with staff, parents, and students, the Division's learning calendars will maximize student and staff learning, consider the needs of families and staff, and accommodate Alberta Education requirements, including established diploma and provincial achievement exam schedules.

### Procedures

1. General Principles for Development of the Regular Calendar
  - 1.1. The primary consideration in the development of the learning calendar is student learning.
  - 1.2. The calendar design will seek consistency from year to year by attempting to incorporate predictable school opening and year end dates as well as holiday placements.
  - 1.3. The calendar shall not exceed 200 days.
  - 1.4. The calendar shall not have less than 182 instructional days.
  - 1.5. Classes shall begin after Labour Day whenever possible.
  - 1.6. Semesters 1 and 2 shall not vary in length by more than one day.
  - 1.7. The number of instructional minutes each day shall be consistent. Principals are responsible for determining the bell schedule of the school day. Start and end times are to align with school bus scheduling and be determined in consultation with the Director of Transportation Services. Principals shall provide for adequate breaks throughout the day for students.
  - 1.8. Grades 1-9 shall offer 950 hours of instruction, and grades 10-12 shall offer 1000 hours of instruction. The calendar identifies the number of instructional minutes in the school day. Any significant variation from this schedule requires the approval of the Superintendent.
  - 1.9. Some professional learning days may be "front loaded" before Labour Day. The number of professional days designated as "Division days" will be determined annually in consultation with principals. The Principal of each school is responsible for organizing the remaining professional days. Professional days provide opportunities for staff to meet and work together on topics such as: school opening and closing

procedures, professional learning, sharing of best practices, assessment, and supports for students.

- 1.10. Professional learning days shall normally be on Fridays, evenly spread throughout the year. There shall be consideration to align them with long weekends.
- 1.11. School weeks shall not have less than 3 days of instruction.
- 1.12. Spring Break shall normally begin during the last week of March.
- 1.13. The first day of the second semester shall be the day after the last diploma examination in the first semester.
- 1.14. The last instructional day of the year shall correspond with the last diploma examination in June.
- 1.15. The Superintendent develops the process for calendar development each fall.
- 1.16. The Superintendent may consult with staff, school councils, the Council of School Councils, and the communities within the Division.
- 1.17. The Superintendent shall present the draft 3-year rolling calendar to the Board no later than February for the subsequent year.

## 2. General Principles for Development of Alternative Calendars

- 2.1. The learning calendars for Brownfield School and the Hutterite Colony Schools shall be developed after the regular learning calendar is approved.
  - 2.1.1. Brownfield School shall have four-day weeks with school closed on Fridays. On weeks where Monday is a holiday, the school will be open on Friday.
  - 2.1.2. Colony Schools are closed on specific religious holidays. Staff are required to work on those days.
  - 2.1.3. These calendars will be presented to the Board for approval at the subsequent Board meeting after the regular 3-year rolling calendar is approved.

---

Reference: Section 18, 19, 33, 51, 52, 53, 60, 197, 205, 222 Education Act

Effective: 2018-05-30

Amended: 2022-01-01