

SCHOOL YEAR CALENDAR

The Division believes that the school year calendar should be uniform throughout the Division and be based on input from staff and school councils. However, a community or busing area may develop a proposal for minor or significant modifications to the school year calendar and submit the proposal to the Board for approval.

Procedures

1. By September 30th of each year, the Superintendent shall establish a ten-person committee and appoint a chairperson to develop a basic school year calendar for the following school year or the next two years, recognizing that the second year will remain in draft until February of the next year. The committee shall be comprised of:
 - a) two representatives from Administrative Council
 - b) two representatives from the local Alberta Teachers' Association
 - c) two representatives from Regional School Council
 - d) two representatives from Regional Student Council
 - e) two representatives from Central Office
2. The committee shall meet to develop the basic school year calendar in accordance with the following:
 - a) Instructional time must meet or exceed Alberta Education's requirements as outlined in the [Guide to Education](#).
 - b) The school year calendar will have a minimum of one divisionally-based professional development day with the opportunity for the day to be organized by the LRSD Professional Development Committee.
 - c) The school year calendar will have a minimum of one divisional inter-school collaboration day. Whole school site-based professional development cannot be required on this day. The day can:
 - i) Provide an opportunity for LRSD staff to professionally collaborate and create partnerships within the jurisdiction;
 - ii) Allow LRSD staff the opportunity to facilitate sessions. The facilitator will submit a proposal to division office which will be posted on the LRSD Intranet site with a pre-determined deadline for registration to ensure their professional development is not limited by insufficient attendance.
 - d) The school year calendar must adhere to the fixed diploma and achievement examination dates set by Alberta Education.
 - e) The school year calendar must recognize the set Alberta Teachers' Association Convention dates.
 - f) The school year calendar must have a fixed Christmas break including non-instructional days from December 24 to January 2.

- g) The school year calendar must have a fixed spring break.
 - h) The school year calendar must have fixed starting and ending dates for both instructional and operational days in all schools.
 - i) The school year calendar must have a minimum of eight site-based days for staff planning, collaboration and in-service activities. A minimum of three of these days will occur prior to the first instructional day. Activities could include team planning, reflection on IPGP goals, activities supporting school professional development goals and provincial or division goals. These days could be planned collaboratively by school administrators, and where possible, the school professional development committee as part of the school improvement plan to include:
 - i) In-service(s) or other professional development;
 - ii) Collaboration time within the school context (staff, team or grade level meetings, PLC's, etc.);
 - iii) Individual planning and preparation;
 - iv) Administrative procedural/programming alignment.
 - j) The school year calendar can include days which are Board declared holidays or unassigned days where students and/or staff are not required to attend.
 - k) A school may appeal a special circumstance to the Superintendent.
3. The proposed basic school year calendar(s) shall be presented to the Administrative Council at their regular November meeting.
 4. The Superintendent, or designate, will share the proposed school year calendar with a representative of the Holy Spirit Roman Catholic Separate Regional Division No. 5 to foster collaboration in regards to transportation of students in the Pincher Creek area. Feedback will be provided to the chairperson on the committee by January 10th.
 5. Following presentation to the Administrative Council, the proposed school year calendar shall be circulated to all Principals, who shall consult with their respective staff and School Council. The proposed school year calendar shall also be shared with the Board of Trustees for information.
 6. School staff and School Council shall provide their responses to the proposed school year calendar to the Principal who will share a summary of the responses with the chairperson of the calendar committee by January 10th.
 7. The calendar committee chairperson shall present their final proposal for the school year calendar to the Superintendent by January 31st.
 8. The Superintendent or designate shall present the final proposed school year calendar to the Board of Trustees for approval at the regular February Board meeting.
 9. Following approval by the Board of Trustees, copies of the final school year calendar shall be distributed to all Principals who shall, in turn, distribute the information to school staff and School Council. As well, copies of the final school year calendar shall be distributed to the representative from the Holy Spirit Roman Catholic Separate Regional Division No. 5 and posted on the LRSD website.

10. When requesting minor modifications to the school year calendar, the following criteria shall be utilized:
- a) Consultation with the school community must be carried out and the strength of community support must be ascertained at least once every three years. These minor modifications are generally brought before the School Council for support.
 - b) When determining community or busing area support for minor modifications to the school year calendar, consensus must be reached in favour of the request being submitted to the Board of Trustees.
 - c) In-service days should occur on non-instructional days wherever possible.
 - d) When parent/teacher interviews are held during the day, they shall occur on non-instructional days.
 - e) The minor modifications to the school year calendar must reflect guidelines 2(a) to 2(k).
 - f) Proposals for minor modifications of the school year shall be submitted to the Superintendent by April 1st.
 - g) Parents must be informed about the approved minor modifications of the school year prior to April 30th.
11. When requesting significant modifications to the school year calendar, the following criteria shall be utilized: (i.e. four day school week)
- a) Proposals to consider alternative ways of arranging the school week/year may be initiated by parents or the School Council.
 - b) Any changes to the school week or year must take into consideration all legislated requirements in the [Education Act](#) and the [Guide to Education \(K-12\)](#).
 - c) The majority of the School Council and Principal must support consideration of the proposal before it will be considered by the larger school community.
 - d) No individual school that is part of a busing network shall consider a proposal that would affect other schools in the network unless all affected schools agree to consider the proposal.
 - e) When a network of schools is involved, the Board of Trustees shall require 2/3 (67%) parental support (which would include all parents living in the affected area) prior to considering approval of the proposal.
 - f) The Superintendent shall be informed once consideration of the proposal has been approved by the network of affected schools and School Council.
 - g) Prior to proceeding, the Superintendent must approve further consideration of the proposal.
 - h) Once the Superintendent approves further consideration of the proposal, the Principal of the school, in consultation with the School Council shall prepare an information sheet for parents outlining the specific details of the proposal.
 - i) A clear proposal question shall be prepared by the Principal and approved for presentation to the parents by the Superintendent.
 - j) A meeting of parents shall be widely advertised and convened by the Principal where information must be shared outlining the purpose and specific details of the proposal and possible alternatives, as well as provide an opportunity to parents to voice their views on the proposal.
 - k) After the parent meeting (j), parents shall be provided an opportunity for a secret ballot vote on the proposal.

- l) All families with children presently in the school who will be affected by the proposal or have a child coming into the school in the year the proposal will be implemented shall have an opportunity to vote. Ballots will be provided to each family including a prepaid envelope addressed to the returning officer appointed by the Superintendent. Each family will be allocated one vote.
 - m) Ballots shall be sent directly to LRSD Central Office for counting by the returning officer. If the results indicate that at least 2/3 (67%) of votes are in favour of the proposal, the Superintendent may consider approving the proposal.
 - n) The results of the votes shall be communicated to the Superintendent who shall share the results with the School Council and Principal.
 - o) A proposal that does not receive at least 2/3 (67%) parental support shall not be considered again for a period of at least three years.
 - p) All proposals of significant modifications to the school year must receive the Superintendent's approval by at least April 30 in the school year preceding implementation.
 - q) Following implementation of the proposal, the Superintendent shall require a review of the alternative calendar through consultation with administration, staff and school council prior to approval for the second and subsequent years.
12. In exceptional circumstances, such as school moves, water main breaks or fire, any request to further adjust an individual school calendar for the following year shall be made to the Superintendent no later than April 30. Such a request shall normally comply with the principles outlined in this procedure and shall normally require support from the school council. Any individual school changes that are approved by the Superintendent shall be communicated by the Principal to the parents by May 31st.
13. A copy of each school calendar for the upcoming school year shall be submitted to Central Office by June 1st and be posted on the school website.

References

Education Act Section 18, 19, 33, 51, 52, 53, 60, 197, 204, 205, 222.
Guide to Education 2015-2016
PD Handbook
December 2003
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