

DIFFERENTIATED SCHOOL-YEAR CALENDARS APPROVAL PROCESS

Background

The Board annually sets the school-year calendar, which defines the number of operational or work days for school-based personnel as well as the maximum number of instructional days. Board approval is also required prior to amending the framework calendar at an individual school site.

Procedures

1. After the framework calendar has been reviewed by the Board, individual principals may request modifications to the calendar to suit local preferences and/or requirements, as per section 6.
 - 1.1 The number of instructional hours must meet the following minimums:
 - 1.1.1 960 hours in Grades 1 to 9
 - 1.1.2 1000 hours in Grades 10 to 12.
2. The calendar proposal shall be reviewed with the School Council.
3. Existing busing arrangements must not be affected. Buses will operate only on the instructional days outlined in the framework school-year calendar. Whenever possible, it is expected that principals of schools that are interconnected by busing will propose modifications in common.
4. The number of operational days specified in the framework calendar are fixed. All full-time school-based employees will be required to work the same number of operational days throughout the Division except where the collective agreement between the Division and the ATA governs otherwise. A reduction in the number of instructional days will not result in a corresponding reduction in the number of operational days.
5. Principals may decide to conduct parent-teacher interviews outside of regular school hours rather than on the days specified in the framework calendar. In these cases, principals may exchange equivalent time worked outside of regular school hours for the scheduled parent-teacher interview days. The maximum number of “in lieu of days” that will be approved is two (2) per calendar year based on a minimum of 5.5 hours of parent-teacher interview time per day.

6. Principals may decide to conduct collaborative time for Professional Learning Teams outside of regular school hours rather than embedding time on the days specified in the framework calendar. In these cases, principals may exchange equivalent time worked outside of regular school hours for collaborative time, based on 5.5 hours per day. The exchanged time can only be selected from a pre-determined list provided by the People Services department to a maximum of two (2) per school calendar year.
7. Differentiated school calendars must be consistent with the guiding principles of [Board Policy 20 – School-Year Calendar Guiding Principles](#).
8. Differentiated school-year calendar requests are to be presented, in writing, to the Superintendent prior to March 30, and given consideration by the Board at its regular April or May meeting. Principals are required to clearly identify the purposes of each item within the request. A template will be provided to schools each year for principals to utilize with their school's application with a specific return date indicated.
9. Principals shall set up their school-year calendars taking into account the official test administration schedules (see *Schedules and Significant Dates* under the General Information Bulletin section contained in both the PAT and Diploma Exam links listed below under reference from the Alberta Education website). Requests for alternate achievement testing schedules to accommodate field trips, extracurricular or professional development activities, and other school events that were planned after the publication of the official test administration schedules will not be approved.

Reference: [Education Act](#) Section 18, 19, 22, 51, 52, 53, 60, 205, 222
[Section 25 Employment Standards Code](#)
[Collective Agreement](#)
[Guide to Education ECS to Grade 12](#)
[Alberta Education: About Provincial Achievement Tests](#)
[Alberta Education: About Diploma Examinations Program](#)

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