

Purpose/Background

A process to build annual operating calendars that both supports the vision and direction of the Division in the provision of high quality learning for students and also honours the greater community by providing opportunities for feedback.

The Board will determine the date of school opening and the number and the days of school operation each year prior to the school closing date for the current year.

Procedures

1. The maximum number of days a teacher is required to work shall be established by the Employer each year in the Employer's annual school calendar. The number of days a teacher is required to work shall not exceed 200 (*Rocky View Schools Collective Agreement: Letter of Understanding – School Year*).
2. Factors such as a Leap Year or Remembrance Day occurring on a weekend or dates set by Alberta Education influence the development of the school year calendar.
3. When Labour Day falls on September 1, 2, 3, or 4, the first day for students shall be after Labour Day; when Labour Day falls on September 5, 6, or 7, students will start before Labour Day.
4. The minimum number of Instructional Days shall be 182.
 - 4.1 The school year shall include at least the minimum number of instructional hours prescribed by Alberta Education and the number of instructional hours deemed necessary by the Board.
5. The number of Organizational Days shall be a minimum of 2 days for high school, and a minimum of 3 days for elementary, middle and multi-level schools. Organizational days are defined as days of preparation for start-up or wind-down of a school year and could include a significant amount of meeting time as a whole staff or in learning teams, as deemed necessary by the Principal.
6. The minimum number of Professional Learning Days shall be 8, one of which must occur prior to students starting school.
7. Professional Learning Day selection will consider minimizing three-day school weeks for students.
8. Favourable consideration will be given to connecting non-instructional days to long weekends and school breaks such as the week following Family Day.
9. The length of the Winter Vacation shall be two full weeks and include three full weekends.
10. There will be a Spring Vacation, understood as the week following Easter Monday, unless Easter falls in the month of March, in which case the break will be a Spring Vacation to occur during the second full week of April.

11. The Board's Calendar Development Committee, will consist of teachers appointed from Local #35 and the Superintendent or designate. The Calendar Development Committee will utilize the calendar principle statements to draft school year calendars in three-year intervals. The draft calendars will be reviewed by the Board and then be distributed to the Rocky View Schools' community for feedback. Upon review of the feedback, the Board will approve the immediate school year calendar and the following two years in principle.
12. At least two calendar drafts per school year to be considered will be presented to the Board by the Superintendent.
13. The school-year calendar will be created and approved by the Board a minimum of fifteen (15) months prior to implementation, with the exception of an election year when there is a comprehensive review of the calendar development process and a survey of the educational community. Following a general trustee election, therefore, the calendar approval will be six months in advance.
14. The procedures contained herein are to be reviewed via a comprehensive survey conducted with the Rocky View Schools educational community, in the fall of a trustee-election year. The Board's Calendar Development Committee will commence its intensive work in November of the election year and complete it by February of the next calendar year.

Reference:

- Education Act Sections 18, 19, 33, 51, 52, 53, 60, 205, 222
- Employment Standards Code Section 25
- Collective Agreement