

Administrative Procedure 108

Last Revised: February 2011

INSTRUCTIONAL YEAR

Background

The instructional year shall be adopted annually in accordance with the requirements of Section 56, *School Act*.

Procedures

1. The Superintendent or designate, in consultation with the school administrators and neighbouring school jurisdictions shall develop a Division calendar. The Division calendar will define the following:
 - 1.1 Starting and finishing dates for staff and students
 - 1.2 A divisional liturgical opening mass for all staff prior to the beginning of school.
 - 1.3 At least one professional development/preparation day prior to the beginning of school.
 - 1.4 Christmas vacation of at least two weeks
 - 1.5 Easter vacation commencing on Good Friday and including the following week OR Spring break plus Good Friday and Easter Monday
 - 1.6 Two Divisional Professional Development Days, of which one is a Spiritual Development Day
 - 1.7 Two days for Teachers' Convention
2. Each school within the Division shall develop a school calendar that adheres to the Division calendar. Each school calendar will be developed in consultation with the Superintendent or designate, neighbouring school divisions (rural), division schools in the same city (Lethbridge and Taber) and School Council.
3. Each school calendar shall:
 - 3.1 Meet the requirements of all collective agreements.
 - 3.2 Provide for the following minimum hours of instruction plus additional hours to accommodate possible school closures or other lost instructional time.
 - 3.2.1 Early Childhood Programs- 475 hours
 - 3.2.2 Elementary- 950 hours
 - 3.2.3 Junior High- 950 hours
 - 3.2.4 Senior High- 1000 hours

- 3.3 Meets all other requirements set out in the *School Act*, Guide to Education or any other legislation or regulation.
4. Each school may schedule additional school-based professional development days, parent teacher interview in lieu days, teacher preparation days or staff retreat days in addition to those scheduled in the division calendar. These days must match division schools in the same city (Lethbridge and Taber) and neighbouring school divisions when possible.
 5. School calendars will be submitted to the Superintendent or designate prior to April 1st in each year.
 6. The Division calendar will be provided to the Board of Trustees and the Minister of Education prior to May 31st in each year.