

**ADMINISTRATION 4 – Operational School Year**

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division recognizes the need to establish the opening day, closing day and the number of days of school operation in each school year in accordance with Section 40(1) of the School Act.

2.0 PROCESS

The Superintendent will be responsible for the process of establishing the operational school year.

3.0 GUIDELINES

- 3.1 The first day of operation in the school year shall be established to ensure that:
 - 3.1.1 students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education
 - 3.1.2 teachers have access to any professional development activity deemed necessary at the Division or school level, and
 - 3.1.3 school staff have time deemed necessary for school year start-up
- 3.2 The last day of operation in the school year shall be June 30, except when that date falls on Monday or Tuesday.
- 3.3 A fixed Christmas school break shall be established which shall include two (2) full weeks (Monday through Friday) and encompass the December 24 to January 2 period.
- 3.4 A fixed spring school break shall commence on the last Monday of March in each year and consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval.

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day-Count
School Operational Year Calendar
Three Year Educational Plan
School Act: 56



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- 3.5 The following shall be classified as non-operational periods:
 - 3.5.1 Labour Day
 - 3.5.2 Thanksgiving Day
 - 3.5.3 Remembrance Day
 - 3.5.4 Family Day
 - 3.5.5 Good Friday
 - 3.5.6 Easter Monday
 - 3.5.7 Victoria Day
 - 3.5.8 Summer School Break
 - 3.5.9 Christmas School Break
 - 3.5.10 Spring School Break
 - 3.6 There shall be two (2) days in each school year for teachers' convention.
 - 3.7 The Board may approve operational, non-instructional days for some or all of the following purposes:
 - 3.7.1 Parent/teacher conference – two (2) days
 - 3.7.2 Opening and closing of schools at the beginning and the end of the school year – one (1) day (Senior High), three (3) days (Elementary/Junior High)
 - 3.7.3 Professional Development days

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- 3.7.4 Other days approved by the Board in accordance with the School Act.
 - 3.8 A proposed school year calendar shall be prepared under the direction of the Superintendent on or before April 1 of the preceding school year.
 - 3.9 The School Operational Calendar Day-Count and Details shall be prepared under the direction of the Superintendent on or before April 1 of the preceding school year.
 - 3.10 After the approval of the school year by the Board, the Superintendent shall ensure that the Minister is advised in accordance with Section 56(5) of the School Act.

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