



## 302.1AP Calendar Guidelines

**APPROVED:** 2023.01.17 (2021.12.15) (2020.05.13) (2019.04.17) (2018.03.21) (2016.12.21) (2016.06.15) (2016.04.20) (2012.06.20)

**AMENDED:** 2023.01.17 (2021.12.01) (2020.05.04) (2019.03.25) (2018.03.21) (2016.12.21) (2016.06.13) (2016.04.04) (2015.02.18) (2013.12.18) (2012.12.19)

**REVIEWED:** 2023.01.10 (2021.12.01) (2020.01.24) (2019.03.25) (2018.03.14) (2016.12.21) (2016.06.13) (2016.06.13) (2016.04.04) (2015.02.17)

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### LEGAL REFERENCE:

- *Education Act Section 205 (2b)*

### CROSS REFERENCE:

- [302BP Programming](#)

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### RATIONALE:

To promote stability and increase the potential for all stakeholders to accurately predict the school calendar, the following guidelines have been developed to assist in the creation of the school calendar. It is recognized that there may be extenuating circumstances that may lead to an adjustment of the school calendar that is in conflict with the following guidelines, however wherever possible they will be adhered to.

### GUIDELINES:

1. The BTPS School Calendar will have a maximum of 200 teacher days per school year. This is an expectation of the Education Act (Section 205, 2b).
2. The instructional time in a student day cannot exceed 345 minutes and there can be no less than 177 student days in a school year.
3. Minimum student instructional time, according to the standards set by Alberta Education, must be:
  - 3.1 K – 475 Hours
  - 3.2 1 to 9 – 950 hours
  - 3.3 10 to 12 – 1000 hours
4. Attempts will be made to balance the number of instructional days in semester 1 and semester 2.

5. The first day of school for students will fall in the month of September when able to meet a balanced number of instructional days and minutes in semester 1 and 2.
6. September 30 will be recognized as a day off for staff and students in recognition of National Truth and Reconciliation Day.
7. Christmas Break – Christmas Break will be a minimum of 10 school days in length. The last day of classes prior to Christmas Break will be December 23<sup>rd</sup> at the very latest. Where possible, this break will commence on a Monday and students will return on a Monday.
8. Easter Break – The last day of classes before Easter Break will be the Thursday before Good Friday. Easter Break will be six school days in length.
9. Where possible, no week will have less than three instructional days.
10. Exam Dates for both the Diploma Exams (Grade 12) and the Provincial Achievement Exams are set, as a draft, three years in advance by Alberta Education. Alberta Education practice, in the last while, has seen rewrites and date changes as late as February for the next year. Any calendar alterations will have to acknowledge our need to respond to these changes.

#### **END OF SEMESTER GUIDELINES:**

##### Division 1 & 2 (Grades K-6):

Students are required to be in attendance until the last day of school identified by the BTPS Board Approved Calendar. The last day to submit marks and comments into PowerTeacher will be the day prior to the Alberta Education non-diploma mark submission date.

##### Division 3 (Grades 7, 8, 9):

Final Examinations will occur during the last 5 student days each semester. Students are required to be in attendance until the last day of school identified by the BTPS Board Approved Calendar. It is expected that teachers will be available to students to provide tutorials, run activities and other duties assigned by administration. The last day to submit marks and comments into PowerTeacher will be the day prior to the Alberta Education non-diploma mark submission date.

##### Division 4 (Grades 10, 11, 12) - Non-Diploma Courses:

Final Examinations will occur during the last 5 student days each semester. It is expected that teachers will be available to students to provide tutorials, run activities and other duties assigned by administration. The last day to submit marks and comments into PowerTeacher will be the day prior to the Alberta Education non-diploma mark submission date.

##### Division 4 (Grades 10, 11, 12) - Diploma Courses:

The last day to submit marks and comments into PowerTeacher will be the day prior to the Alberta Education diploma mark submission date. It is expected that teachers will be available to students to provide tutorials, run activities and other duties assigned by administration until the last student date.

#### **NON-INSTRUCTIONAL DAYS/TIMES:**

11. All jurisdiction scheduled non-student days will fall on Fridays, with the exception of days-in-lieu, November Break, or when a non-student day is in conflict with a diploma examination.
12. Self-Directed Teacher Days - Four full school-based days each year will be set aside for teachers to engage in self-directed professional activities. Two days will be prior to the first student day; one will be at the end of the first semester, and one will be at the end of the school year.

13. One half day prior to school start-up will be available to address administrative matters in preparation for the start of the school year. This day will be provided in conjunction with the .5 school based professional learning day provided before start up.
14. Professional Learning Days -
  - 14.1 4.5 school based professional learning days will be provided to support collaborative learning at the school level that is consistent with the school *Staff Professional Growth Plan*.
  - 14.2 Alberta Teacher's Association Teacher's Convention is set by Endless Skies Teachers' Convention Association for the Thursday and Friday of the second full week in the month of February.
  - 14.3 There will be provision for a day for ATA Professional Learning. This will occur during the week in which Remembrance Day falls.
  - 14.4 In addition to school based professional learning, there will be provision for a minimum of two support staff professional learning days offered in conjunction with non-student days, with at least one day occurring in the first semester.
15. Provision will be made for two BTPS Learning Days to allow teachers time to gather at various sites across the division to discuss teacher effectiveness and student learning. The first day will occur prior to the first student day. The second day will occur on a Friday during the second semester.
16. Parent Teacher Interview (Day in Lieu) – each semester, one common “Day in Lieu” will be provided to all schools in the jurisdiction. The first will be in November and will be planned according to the timing of Remembrance Day and will coincide with Remembrance Day when it falls on a weekday. The second lieu day will occur the Friday prior to the Victoria Day Monday.
17. Monthly After School Staff Meetings – one hour after school, within the first five school days of each month, will be designated as a formal staff meeting for the purpose of conducting school business. Each semester, one common “Day in Lieu” will be provided to all schools in the jurisdiction. The first will be in November and will be planned according to the timing of Remembrance Day and will coincide with Remembrance Day when it falls on a weekday. The second will occur the Thursday prior to the Victoria Day Monday.

#### **CALENDAR APPROVAL PROCESS:**

The Board of Trustees for Buffalo Trail Public Schools has adopted these guidelines and they will be the basis upon which the annual school calendar will be created. These guidelines will be revisited annually when there is cause to do so.

By the December Board Meeting of a given year, the school calendar for the upcoming school year will be drafted as per the aforementioned and presented for information to the Board.