



Background

The School Year Calendar is developed to reflect the educational interests of students, the organizational and learning needs of staff, and with consideration to the impact on the operations of the Calgary Girls Charter School. All legal and contractual obligations shall be reflected in the School Year Calendar. The Charter Board annually approves the School Year Calendar for the school year that is one year beyond the subsequent year. This cycle of planning for a School Year Calendar two years in advance continues on a rolling-forward basis.

Procedures

1. Annually, by February 1, a proposed School Year Calendar for the school year that is one year beyond the subsequent year will be developed collaboratively by the Superintendent and Principal in consultation with staff and School Council.
2. Dates will be struck which are consistent with the following:
 - 2.1 The calendar meets the total number of operational and instructional days as determined by the Board. *Note: Operational days are defined as days when teachers and other staff report for duty. Professional development, organizational, and conference days are examples of operational days. Instructional days are defined as days when students are in attendance for instructional purposes. The number of operational days will necessarily exceed the number of instructional days so that teachers can perform many professional duties, which are in addition to teaching students.*
 - 2.2 Teachers and other designated staff will commence duty a minimum of three (3) days prior to the arrival of students.
 - 2.3 Classes will commence approximately the last week of August or the first week of September, in order to appropriately balance terms and accommodate any scheduled provincial achievement tests.
 - 2.4 A Winter Break of at least two (2) weeks duration, inclusive of weekends, will be provided.
 - 2.5 A Spring Break of at least one (1) week duration will be provided, commencing within the last two (2) weeks of March.
 - 2.6 All instructional days will be full days to support efficiencies in transportation

services and costs.

- 2.7 The final operational day in a school year will be the last Friday in June, except when July 1 falls on a Friday. In that case, the last operational day will be Thursday, June 30.
 - 2.8 The last two (2) days may be designated as non-instructional days for teachers and other designated staff, with no students in attendance.
 - 2.9 A minimum of five (5) and a maximum of eight (8) non-instructional days will be designated as professional learning days.
 - 2.10 The administrative team will determine and table the designation of the instructional/non-instructional days with the Superintendent by no later than May 15th, for the subsequent year.
3. When the proposed School Year Calendar meets the criteria noted above, and the Principal has consulted with staff and School Council, the Superintendent will then present the School Year Calendar to the Board for its approval at the Regular Meeting in April.
 4. Occasionally, circumstances may warrant a minor change to the approved School Year Calendar. After considering the possible impact on students, parents and staff, the Superintendent will approve a minor change if it is reasonable to do so, and will then inform the Board of the change and the reason(s) for it. Normally, a minor change is one that does not change the total number of operational and instructional days established by the Board at the time the School Year Calendar was approved.

Reference:

Education Act s. 27, 52, 53, 54, 56, 205, 222