

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Hours of Instruction and School Year Calendar

Procedure Type:	School Operations	Implementation Date:	NOV 10, 2010
Procedure Number:	4.11	Last Approval Date:	JUL 6, 2015
AP Owner:	Director of Education	Last Reviewed:	NOV 20, 2023
Legal Reference(s):	<i>Education Act, 1995 Sections 163</i> <i>The Education Regulations – 17, 18, 19, 20, 21, 22, 23</i>		

Background

The school year and school day must be designed to maximize student learning. To facilitate busing and other shared services, schools will follow daily schedules and a division-wide school year calendar. Subject to the provisions of the *The Education Regulations*, schools are responsible for developing daily schedules and reporting them to the director or designate. Furthermore, the director or designate is responsible for developing and recommending the school year calendar to the board.

Scope

This procedure applies to all schools within the Living Sky School Division (LSKYSD).

Definitions

- **A school year** must consist of at least:
 - a. 950 hours of instructional time for Grades 1 to 12; and
 - b. 475 hours of instructional time for kindergarten.
- **Instructional time** is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education.
- **Non-instructional time** is any time:
 - a. when pupils of a school are not in attendance but teachers are present at the school or at another site agreed to by the board of education or conseil scolaire; or
 - b. when teachers are present at the school and pupils of the school are in attendance at school but are not receiving instruction in an educational program.
- **A school day** denotes not less than 5 hours of:
 - a. instructional time;
 - b. non-instructional time; or
 - c. a combination of instructional time and non-instructional time.
- **Required breaks** on days on which instruction is given to pupils must include:
 - a. a recess period of 15 minutes, or break periods amounting to 15 minutes, in each of the morning and the afternoon; or
 - b. a recess period or break periods amounting to 30 minutes

Roles & Responsibilities

Director of Education or Designate

- Prepare a proposed school year calendar.
- Submit calendar and required forms to Ministry of Education by April 15.



PR & Advancement Specialist

- Publish and distribute School Year Calendar by May 1 of the previous year.

School Principals

- Establish a daily school schedule in accordance with the specifications set out in the Education Regulations

Procedures

1. The configuration of daily schedules and the calendar are determined according to the specifications laid out in The Education Regulations, 2019 with regard to:
 - a. School holidays
 - b. Vacation periods
 - c. Instructional time
 - d. Non-instructional time
 - e. The school day
 - f. Notice of school calendar
2. The director or designate will prepare a proposed school year calendar and gather advice from the TriWest Teachers Association president and the Living Sky Administrator's Council by February 28 each year.
3. Principals may gather and provide feedback from their staffs and School Community Councils to providing the feedback to the director or designate by March 15.
4. The director or designate, in consultation with principals, will consider the feedback and prepare a recommendation for the board of education by April 1.
5. The school year calendar will specify:
 - a. School opening and closing dates
 - b. Number of instructional and non-instructional days
 - c. Dates of professional development days
 - d. Holidays and vacation periods
5. On or before May 1 in each year, every board of education shall notify the minister of, and publish information for employees, trustees, parents and pupils respecting, the school calendar for the next school year, including holidays, vacation periods, school hours of operation, kindergarten hours of operation, instructional days and non-instructional days.
6. The approved calendar will be shared by the school and division on websites and through preferred communication methods.
7. Each principal, in consultation with the director of education or designate, is to determine the starting time, recesses and breaks, lunch hour, and dismissal time for their assigned school. When considering significant adjustments to a school's hours of operation the principal may seek advice from:
 - a. staff, students and parent
 - b. the school community council
 - c. transportation specialist



8. In an emergency where the health, welfare or safety of the pupils may be involved, the principal may dismiss school before the usual dismissal time with approval from the director of education as per AP 4.31 Emergency Closure of Schools

Appendices

4.11A Instructional Time Declaration

4.11B Instructional Time Worksheet

Related

2.01 School Community Councils

4.31 Emergency Closure of Schools