

ADMINISTRATIVE PROCEDURE

General Administration

School Calendar Development

GEN #06

Revised: November 2024

Background

In accordance with Section 60 and any other relevant sections of the Alberta Education Act the Superintendent, or designate, will establish a procedure for developing school calendars for each Christ The Redeemer (CTR) Catholic School Division schools. Given that the Board of Trustees of CTR Catholic (Board) firmly believes in the connection between student learning and maximizing instructional time, and in the interest of promoting divisional collaboration, professional development, and commonality of practice, the Board's [School Calendars Policy](#), offers the Board's expectations of the school calendar, namely:

1. There shall be a minimum of 185 and a maximum of 190 instructional days in the school year. The Board endeavors to provide as close to 190 instructional days as is possible.
2. There shall be two (2) professional development days dedicated to developing our staff's knowledge about and commitment to our faith.
3. Education stakeholders (school staffs, school councils and ward committees) shall be given the opportunity to have the calendar development process explained to them.
4. The Board shall strive to develop one (1) calendar for all traditional schools in CTR Catholic.
5. The Board shall approve the school calendars annually.

Procedures

The following procedures will be used by the Superintendent, or designate, in the development of the annual school calendar:

1. The following guidelines will be used in the development of the school calendar:
 - 1.1. The New Teacher Orientation will be held before the first required day for all teachers, on a favorable date in the calendar.
 - 1.2. There may be undefined operational days placed in the calendar at the beginning or end of the year. The expectations on these days are as follows:
 - 1.2.1. These days are paid days for the teaching staff in recognition of the work they do to prepare their classrooms for the beginning of the school year (August days) and to complete all the necessary year-end tasks (June days). The teaching staffs are not required to be at school on those days but the expectation is that their classrooms are completely ready for students in August and all year end duties are completed in June.
 - 1.2.2. Any teacher that has not completed their yearend duties will be required to be at the school until these duties are completed.
 - 1.2.3. Professional development days will not be placed on the Friday before a long weekend.
 - 1.3. The Christmas break will last for a minimum of sixteen (16) days (including weekends).

- 1.4. CTR Catholic's Faith Days will be held on the Tuesday and Wednesday after Family Day in February.
- 1.5. The Easter break will begin on Good Friday and will be ten (10) days in duration (including weekends).
2. The following factors will be taken in account when forming the school calendar:
 - 2.1. Balancing of the two (2) school semesters.
 - 2.2. Neighboring Board calendars.
 - 2.3. Schedule of provincial mandated exams.
 - 2.4. Mandated provincial and statutory holidays.
 - 2.5. Diploma exam dates.
3. The following communication protocol will be used to share the draft calendar and get input from the various stakeholders:
 - 3.1. Once the draft calendar (November of each school year) is developed the calendar will be shared with the CTR Catholic's Senior Administrative Team. All feedback from the Senior Administrative Team will be integrated into the draft calendar.
 - 3.2. The revised draft calendar will be presented to the school-based administrators at a principal's meeting in December.
 - 3.3. The draft calendar will be distributed to all staff in December for feedback.
 - 3.4. The draft calendar will be distributed to all parents by the school's principals before the Christmas break. Parents can provide feedback to the Superintendent, or designate, by emailing their feedback by the end of January.
 - 3.5. The draft calendar will be discussed at each Ward meeting in December, January or February.
 - 3.6. All feedback will be collated and a recommended calendar will be presented to the Board in February for discussion and approval.
4. The approved calendar will be posted on the CTR Catholic's website and each school's website. The approved calendar will also be emailed to all staff and parents by the end of February.