
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	HC
Policy Title:	School Year
Cross Reference:	HD School Day HCBA
Legal Reference:	<i>Education Act, 60</i> Aug. 24/95; June 19/01
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL ESTABLISH AN ANNUAL SCHOOL CALENDAR(S) WHICH SHALL SATISFY THE REQUIREMENTS OF THE EDUCATION ACT AND ALBERTA EDUCATION REGULATIONS.

REGULATIONS

1. The school year calendar(s) shall set forth the:the school opening dates for both staff and students
 - 1.2. the number and the days of school operation;
 - 1.3. the length of the school day;
 - 1.4. the number and length of breaks; and
 - 1.5. holidays:
2. Principals may submit for approval alternative calendars that recognize the flexible use of excess instructional hours and assignable hours according to the following guidelines:The following dates shall be established by the Division Calendar and must remain common to all school calendars:
 - 2.1.1. Christmas break
 - 2.1.2. Easter break
 - 2.1.3. Division-wide PD Days
 - 2.1.4. Schools with additional hours have the option of extending the above days with appropriate rationale
- 2.2. Requests for exception, stemming from unusual circumstances will be made in writing to the superintendent or designate.
 - 2.2.1. First instructional day for students shall not commence after the jurisdiction calendar start date.
- 2.3. If the number of unassigned days in a school year exceeds ten, the school must follow policy HCBA, Alternative School Week/Year Structure.
 - 2.3.1. Prior to determining the alternative designation of instructional days, the school principal shall consult with school staff and school council.

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- 2.4. Schools must designate the equivalent of a minimum of two full days as teacher professional development days prior to incorporating any unassigned days.
- 2.5. Approval for alternative designation of instructional days shall be part of the annual calendar submission process.
- 2.6. Once approval has been granted by division office, the school principal shall clearly communicate the school calendar, including the alternative designation of instructional days, to all parents of students attending the school.
- 2.7. Changes to the school calendar after the May 31 submission deadline shall require consultation with school staff and school council and the written approval of the superintendent or designate.
- 2.8. When determining the alternative designation of instructional hours, principals shall make every effort to ensure that such designation does not negatively impact school climate, programs, services, instruction, or student learning.