

**DATE:** February 6, 2024

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Revised 2024–2025 School Year Calendar

**ORIGINATOR:** Cliff Richard, Chief Infrastructure and Technology Officer

**RESOURCE STAFF:** Vicki de Haan, Bob Morter

**REFERENCE:** [GCA.BP](#) – Approval of the School Year Calendar  
[GCA.AR](#) – The School Year Calendar

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## ISSUE

The Board of Trustees approved the 2024–25 school year calendar on June 6, 2023. Alberta Education finalized the 2024–25 diploma exam schedule in the fall of 2023. Additionally, the Alberta Teachers’ Association and the Board of Trustees recently ratified a new collective agreement that includes provisions that impact the school year calendar. The updated diploma schedule and newly ratified collective agreement have created a need to adjust the 2024–25 school year calendar.

## BACKGROUND

At the June 6, 2023 Board meeting, the Board of Trustees approved the 2024–25 school year calendar. Since that time, external testing dates that impact the calendar have been adjusted by Alberta Education. These changes will require the movement of several professional learning days and will allow for the opportunity to recognize an additional day of significance. The updated collective agreement commits to a four weekday fall break, which will be achieved through adjustments to the number of professional learning days and the first day of instruction. Given these changes, the 2024–25 school year calendar must be revised.

## RELATED FACTS

Key considerations/aspects of the draft revised 2024–25 School Year Calendar include:

- Alberta Education adjusted diploma exam schedules for the November, January and April administrations, as follows:
  - The November schedule was adjusted to have the exams begin on October 28, 2024 and end on November 7, 2024. The two professional learning days from October 30 and 31 had to be moved. One was placed on November 1 and the second on March 31. November 1 remains a day without examinations. Additionally, November 1, 2024 is Diwali and Bandi Chhor Divas and is now designated as a professional learning day.
  - The January schedule was adjusted to finish one day earlier on Monday, January 27, 2025, instead of Tuesday, January 28, 2025. Lunar New year is Wednesday, January 29, 2025.

- The April schedule was adjusted such that the exams start Tuesday, April 1, instead of Monday, March 31. March 31, 2025 is Eid al-Fitr and is now designated as a professional learning day.
- Collective agreement considerations, providing for a four weekday fall break, as follows:
  - Teaching staff now return to work on August 28, 2024, one day earlier.
  - The first day of instruction has shifted to Thursday, August 29, 2024.
  - The professional learning day on Friday, August 30, 2024 was removed.
  - Board declared non-instructional days on Friday, November 8 and Tuesday, November 12, 2024, were added.
  - Teachers' day in lieu was moved from Friday, November 1, 2024 to Wednesday, November 13, 2024.

## RECOMMENDATION

**That the attached revised 2024–25 School Year Calendar be approved.**

## OPTIONS

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the attached revised 2024–25 school year calendar.
2. Approve the attached revised 2024–25 school year calendar with modifications.

## CONSIDERATIONS and ANALYSIS

In considering the revisions to the calendar it may be helpful to approach the shifts from a chronological perspective.

- Move the first day for teaching staff to August 28, 2024.
- Move the first day of classes from September 3, 2024 to August 29, 2024.
- Removal of the August 30, 2024 professional learning day.
- Move professional learning day from October 30, 2024 to November 1, 2024.
- Move professional learning day from October 31, 2024 to March 31, 2025.
- Additional Board approved non-instructional days on November 8, 2024 and November 12, 2024.
- Move the teachers' day in lieu from November 1, 2024 to November 13, 2024.
- Move professional learning day from April 16, 2025 to February 18, 2025.

## NEXT STEPS

Following the approval of the calendar, it will be published on the Division website.

## ATTACHMENTS and APPENDICES

ATTACHMENT I	Draft Revised 2024–25 School Year Calendar
ATTACHMENT II	Previously Approved 2024–25 School Year Calendar
APPENDIX I	June 6, 2023 Recommendation Report: 2024–25 School Year Calendar

BM:al

# 2024–25 School Year Calendar

**DRAFT**  
January 16, 2024



## AUGUST • 2024

S	M	T	W	T	F	S
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## SEPTEMBER • 2024

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## OCTOBER • 2024

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## NOVEMBER • 2024

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## DECEMBER • 2024

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## JANUARY • 2025

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## FEBRUARY • 2025

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## MARCH • 2025

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## APRIL • 2025

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## JUNE • 2025

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### LEGEND

- Public Holiday
- PD Day (no students)
- First/Last Day of Classes
- Operational Day (no students)
- Teachers' Convention
- Teachers' Day in Lieu (no teachers or students)
- Board Approved Non-instructional Day (no teachers or students)
- Winter/Spring Break

### Important dates

First Operational Day (no students)	August 28
First Day of Classes	August 29
Winter Break	Dec. 23–Jan. 3
Teachers' Convention	February 27–28
Spring Break	March 24–28
Last Day of Classes	June 25
Last Operational Day	June 26

### Approved holidays

Labour Day	September 2
The National Day for Truth and Reconciliation	September 30
Thanksgiving	October 14
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
New Year's Day	January 1
Family Day	February 17
Good Friday	April 18
Easter Monday	April 21
Victoria Day	May 19

### Dates of significance (no students)

Yom Kippur	October 11
Diwali and Bandi Chhor Divas	November 1
Lunar New Year	January 29
Eid al-Fitr	March 31
Eid al-Adha	June 8
Summer Solstice and National Indigenous Peoples Day	June 21

Pink highlight indicates diploma exam days for reference only and will not be on final published calendar.

# 2024–25 School Year Calendar

epsb.ca

## AUGUST • 2024

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## SEPTEMBER • 2024

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## OCTOBER • 2024

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## NOVEMBER • 2024

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## DECEMBER • 2024

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## JANUARY • 2025

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## FEBRUARY • 2025

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## MARCH • 2025

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## APRIL • 2025

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## MAY • 2025

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25	26	27	28	29	30	31

## JUNE • 2025









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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### APPROVED HOLIDAYS

Labour Day	September 2
The National Day for Truth and Reconciliation	September 30
Thanksgiving	October 14
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
Winter Break	Dec. 23–Jan. 3
New Year's Day	January 1
Family Day	February 17
Teachers' Convention	February 27–28
Spring Break	March 24–28
Good Friday	April 18
Easter Monday	April 21
Victoria Day	May 19

First Operational Day (No Students)	August 29
First Day of Classes	September 3
Last Day of Classes	June 25
Last Operational Day	June 26

### LEGEND

	PUBLIC HOLIDAY
	PD DAY (NO STUDENTS)
	FIRST/LAST DAY OF CLASSES
	OPERATIONAL DAY (NO STUDENTS)
	TEACHERS' CONVENTION
	TEACHERS' DAY IN LIEU (NO TEACHERS OR STUDENTS)
	BOARD APPROVED NON-INSTRUCTIONAL DAY (NO TEACHERS OR STUDENTS)
	WINTER/SPRING BREAK

### DATES OF SIGNIFICANCE

Yom Kippur	October 11
Diwali and Bandi Chhor Divas	November 1
Lunar New Year	January 29
Eid al-Fitr	March 31
Eid al-Adha	June 8
Summer Solstice and National Indigenous Peoples Day	June 21

**DATE:** June 6, 2023

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** 2024–25 School Year Calendar

**ORIGINATOR:** Cliff Richard, Chief Infrastructure and Technology Officer

**RESOURCE**

**STAFF:** Terry Korte, Bob Morter

**REFERENCE** [GCA.BP](#) – Approval of the School Year Calendar  
[GCA.AR](#) – The School Year Calendar  
[Education Act](#)  
[Funding Manual for School Authorities 2023/24 School Year](#)

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## ISSUE

Section 60 of the *Education Act* states that:

“A board shall determine and make publicly available for each school year the days, dates and number of days of school operation.”

Additionally, *Board Policy GCA.BP – Approval of the School Year Calendar*, requires that the Board of Trustees approve calendars for two years following the current school year.

## BACKGROUND

The school year calendar is designed with a number of requirements and considerations including provincial and federal employment legislation, Alberta Education requirements, our Division’s Board Policies and Administrative Regulations, and collective agreements with staff groups. These requirements need to be incorporated when designing a school year calendar that best supports the educational programming of the Division.

Provincial and federal legislation lists a variety of holidays that need to be incorporated into the calendar, and are also required to be provided to some staff groups through collective agreements. These required holidays include: New Year’s Day, Alberta Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, the National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

Furthermore, provincial legislation identifies teachers’ convention and assigns the responsibility for these days to the Alberta Teachers’ Association. Alberta Education articulates the number of hours of instruction that students receive in a year and sets the diploma exam and provincial achievement testing schedules. The Advanced Placement and International Baccalaureate testing schedules are set by their respective organizations.

Division Administrative Regulation *GCA.AR – The School Year Calendar* requires a two-week winter recess inclusive of December 24 and January 2. Under the direction of the administrative regulation, the spring recess is to be five consecutive days beginning on the last Monday of March.

Both of the proposed 2024–25 calendars amend the typical start of the spring recess. This is due to diploma exams having been scheduled by the province starting the last Monday of March—March 31, 2025. The draft diploma exam dates are as follows:

- November 4–14, 2024
- January 12–28, 2025
- March 31–April 10, 2025
- June 11–25, 2025

A request has been made to Alberta Education to shift the spring diploma exams to run from April 1 to April 11, 2025. This would remove the diploma exam from March 31, which is also Eid al-Fitr. Contingency plans should this change occur are discussed below in Considerations and Analysis.

Additionally, the calendar is designed to balance the two semesters to facilitate curriculum delivery and to align with the terms and conditions of the “Letter of Understanding #9 Pilot Project on Revised School Calendar” within the Alberta Teachers’ Association September 1, 2018 to August 31, 2020 collective agreement.

The Division has been approached by members of the community advocating for the inclusion of a number of specific holy days or days of significance as non-instructional days in the Division’s calendar. The Board of Trustees is committed to exploring the incorporation of these days where feasible, with the goal of creating a more inclusive school year calendar.

Feedback from the 2022 Division Feedback Survey indicated strong support for a calendar that would allow students and families to participate in religious and cultural days that are special to them. It should be noted that a majority of respondents did not support a calendar with days off in the middle of the week. This suggests that caution should be employed when setting midweek non-instructional days. The concept of clustering versus distributing breaks was also confirmed in the 2022 Division Feedback Survey with over 75 per cent of respondents who had a preference indicating support for school breaks that happen less often but with more days grouped together.

Both proposed versions of the calendar only have a single midweek, professional development day. This is January 29, which is both the start of the second semester and Lunar New Year. In this case, operational considerations of semester transition align with placing a professional development day here to allow families to celebrate Lunar New Year.

## RELATED FACTS

Key points of the two draft 2024–25 School Year Calendars include:

- The calendar is built around 178 instructional days
- The start date for students is Tuesday, September 3, 2024; this aligns with a preference for school to start in the first week of September that was indicated in the 2022 Division Feedback Survey
- The end date for students is Wednesday, June 25, 2025, aligning with the draft Alberta Education diploma exam schedule
- Instructional days are balanced for first and second semesters

- A breakdown of instructional days as follows:
  - Version 1 has 32 Mondays, 39 Tuesdays, 36 Wednesdays, 36 Thursdays, 35 Fridays
  - Version 2 has 32 Mondays, 38 Tuesdays, 37 Wednesdays, 37 Thursdays, 34 Fridays
- A fall break for families of five days: two professional development days, one day in lieu for reporting, a Saturday and a Sunday
- A May break of five days consisting of: Saturday, Sunday, Victoria Day, one day in lieu for reporting and one Board declared non-instructional day
- Eight professional development days
- The proposed calendar generally reflects clustering of days, the preferred approach indicated by family and staff in the open-access opinion poll administered from January 31 to February 10, 2020, and supported in the 2022 Division Feedback Survey

## RECOMMENDATION

**That the 2024-2025 School Year Calendar (Version 1) as shown in Attachment I be approved.**

## OTHER OPTIONS

1. That Version 1 of the proposed 2024–25 School Year Calendar be approved with amendments.
2. That Version 2 of the proposed 2024–25 School Year Calendar be approved.
3. That Version 2 of the proposed 2024–25 School Year Calendar be approved with amendments.

## CONSIDERATIONS and ANALYSIS

The attached calendars were developed in alignment with the various requirements outlined within the background section of this report. The proposed calendars maintain the 178 instructional days present in prior school year calendars. Building the calendar around the same number of days results in greater consistency of school hours of operation from year-to-year, and allows schools, for the most part, to retain existing timetables for students and staff. This assists parents with creating consistency of drop-off and pick-up times and contributes to efficient routing and scheduling of buses.

Both versions of the calendar have Semester 1 broken into a first quarter of 46 days and a second quarter of 43 days. Due to constraints of when the year begins along with the draft diploma exam schedule, it is not possible to create more balance between Quarter 1 and 2. Even this is only achieved by placing all non-instructional days into the first quarter. Version 1 has a distribution of 43 and 46 days in Quarters 3 and 4, while Version 2 provides a better balance of days between Quarters 3 and 4; 45 and 44 days respectively.

In the last few years, a request was made to the Board of Trustees, and in subsequent meetings with the administration, for the Division to organize a number of specific days as non-instructional days in such a way as to avoid school on specified holy days or days of significance from a number of faiths and cultures.

For the 2024–2025 school year, two of those dates fall on the weekend (Eid al-Adha and the summer solstice/National Indigenous Peoples day), three have been proposed as non-instructional days (Yom Kippur, Diwali/Bandi Chhor Divas and the Lunar New Year), and one is an instructional day (Eid al-Fitr). Eid al-Fitr, March 31, 2025, currently has a draft diploma exam scheduled for the day. Administration has contacted Alberta Education requesting that the diploma exams scheduled to begin on March 31, 2025 be delayed until April 1, 2025. Should this change be made by Alberta Education, suggestions for adjusting the calendar are outlined below and a revised calendar would be brought back to the Board of Trustees for approval.

As mentioned above, current administrative regulation requires that spring recess begin the last Monday of March. Based on the draft Alberta Education schedule, spring recess will need to be moved. The first semester of both proposed versions of the school year calendar are identical. The second semester differs primarily with the placement of spring break. Version 1 places spring break a week early. Under this version, Quarter 3 is shorter, and there are few non-instructional days in Quarter 3. This also means that the three professional learning days in Semester 2 must be placed in Quarter 4, the last portion of the school year.

Version 2 has a number of impacts. Spring break is moved after the April diploma exams to the middle of April, much later than traditionally the case. This model ties the break into the Easter weekend. Due to the fact that this break includes Good Friday, it will make an additional day available in the second semester. This day could be used as a Board declared non-instructional day and tentatively placed on Friday, March 28, 2022. The draft diploma exam schedule has the first exam in the April administration occurring on Monday, March 31, which is also Eid al-Fitr. If the schedule is adjusted by Alberta Education, it would allow Boards the flexibility to have March 31 as a non-instructional day allowing students and families the chance to celebrate this significant day in the Islamic calendar. If the diploma exam schedule is adjusted to allow for this, it would be the suggestion of the administration to move the Board declared non-instructional day from Friday, March 28 to Monday, March 31. It should be noted that if Version 1 is selected, there is no possibility for an additional Board declared non-instructional day; in this case it would be proposed that the professional learning day scheduled for either April 16, 2025, or June 9, 2025, be moved to March 31, 2025.

As referenced earlier, the Division included a number of questions related to the calendar in the 2022 Division Feedback Survey. A number of these questions related to the Fall, Winter, Spring and May breaks. For the majority of these questions, there was a significant number of responses that indicated “no preference”. One finding seems to be of particular note—regarding spring recess, there was not a strong preference for the break beginning on the last Monday in March, as currently required in administrative regulation. A further question found greater support for spring recess being set around the Easter weekend. While the concept of a spring recess that floats may have other challenges in future years, it is incorporated into calendar Version 2 for the Board’s consideration.

## **NEXT STEPS**

Once approved, the calendar shall be published on the Division website.

## **ATTACHMENTS and APPENDICES**

ATTACHMENT I	<a href="#">Draft 2024–25 School Year Calendar Version 1</a>
ATTACHMENT II	<a href="#">Draft 2024–25 School Year Calendar Version 2</a>
APPENDIX I	<a href="#">2022 Division Feedback Survey Results, as related to calendar</a>

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