

DATE: November 30, 2021

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: 2022-2023 School Year Calendar

ORIGINATOR: Kathy Muhlethaler, Assistant Superintendent, Operations and Learning Services

RESOURCE

STAFF: Vicki de Haan, Bob Morter

REFERENCE: [GCA.BP](#) – Approval of the School Year Calendar
[GCA.AR](#) – The School Year Calendar
[Education Act](#)
[Funding Manual for School Authorities 2021/22 School Year](#)
[ATA - Edmonton School Division, Collective Agreement](#)

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 delivery of high quality educational programming to our students.

At the March 23, 2021, Board meeting, the Board of Trustees approved the recommendation to defer the approval of the 2022-23 school year calendar to the fall of 2021. This was due to anticipated changes to external testing dates that would impact the calendar. There is now greater certainty around testing dates.

The Alberta Education Funding Manual requires that a student be present on the September count day in order to be considered a funded student. The count day is typically the last business day of September. The manual also allows for the claiming of additional students, absent on the count date, but who meet additional criteria and attend within five or fifteen days of the count. It is important the Division takes all steps to ensure the fifteen calendar days following the September count date are instructional days in order to maximize the number of students considered in funding for 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 as "teaching days" 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, the funding rate and mechanisms for school divisions and sets the diploma exam testing schedule. The Advanced Placement and International Baccalaureate testing schedule is 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. The spring recess is to be five consecutive days beginning on the last Monday of March.

Additionally, the calendar is designed to balance the length of first and second semesters and to align with the terms and conditions of the pilot program on the school year calendar within the Alberta Teachers' Association collective agreement.

Between January 31 and February 10, 2020, an open-access opinion poll of families and staff was administered. This poll supported a number of changes to the school year calendar. These changes included additional professional learning days and, where needed, additional board-declared non-instructional days. The other significant feedback identified within the poll was that families preferred the clustering of non-instructional days versus the distribution of those days more broadly throughout the year.

The Division is committed to working with and surveying its various stakeholders to determine the impact of this change and to gather further feedback from all stakeholders regarding the considerations they feel are important to consider in the design of the school year calendar. This consultation will occur in the spring of the 2021-22 school year and will be used in the design of the 2023-24 school year calendar that is expected to be presented to the Board of Trustees in late spring of 2022.

Since the 2020 poll, the Board of Trustees and Administration have received a number of submissions to incorporate high holy days or days of significance for a variety of faiths into the Division calendar. As the Division engages in consultation with stakeholders, it will also serve as an opportunity to strengthen the Division culture of inclusiveness, align with the ongoing anti-racism initiative and create a stronger sense of belonging for our community members.

RELATED FACTS

Key points of the draft 2022-23 School Year Calendars include:

- 178 Instructional days
- The start date for students is Thursday, September 1, 2022
- The end date for students is Tuesday, June 27, 2023, aligning with the draft Alberta Education Diploma Exam schedule
- Balanced first and second semesters
- A breakdown of instructional days as follows: 31 Mondays, 37 Tuesdays, 38 Wednesdays, 39 Thursdays, 33 Fridays
- A November break of three days composed of: Remembrance Day, one day in lieu for reporting and one Board declared non-instructional day
- Eight Professional Development days

- The proposed calendar 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.

RECOMMENDATION

That the 2022-2023 School Year Calendar (Attachment I) be approved.

OPTIONS

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

1. Approve the attached 2022-23 School Year Calendar - Attachment I.
2. Approve the attached 2022-23 School Year Calendar with modifications.

CONSIDERATIONS and ANALYSIS

The attached calendar was developed in alignment with the various requirements outlined within the background section of this report. In addition, the calendar is aligned with the current Letter of Understanding, “Pilot Project on Revised School Year Calendar” between the Division and The Alberta Teachers’ Association. Currently, the calendar is designed around an annual figure for teachers’ instructional duties of approximately 890 hours. In addition, the 2018-2020 collective agreement with the ATA specifies that teachers may not be assigned more than 1,800 minutes per week.

The proposed calendar maintains the 178 instructional days present in prior year school year calendars. Building the calendar around the same number of days results in a greater consistency of school hours of operation from year to year, allowing schools, for the most part, to retain existing timetables for students and staff. This, in turn, assists parents with creating consistency of drop off and pick up times and contributes to efficient routing and scheduling of buses. Last school year a request was made by delegates to the Board of Trustees and in subsequent meetings with administration, for the Division to organize seven non-instructional days in such a way as to avoid school on specified holidays or days of significance from a number of faiths and cultures. Administration has identified operational challenges to accommodate all the days requested. The specified holidays cover a wide range of circumstances; some align with planned instructional days, others conflict with examination days, key operational days, or in some cases currently fall on a non-instructional day. Of the seven requested days, only four occur during the school year and the proposed calendar is able to accommodate one of those days.

It is important to note that the *Education Act* provides that a student is excused from attending school on a day that is recognized by the student’s religion as a religious holiday. To further support this crucial legislative provision to respond to these requests, and to assist schools in creating more welcoming and inclusive schools for students and their families, the Division has created a Multi-Faith Calendar. Based on each specific school’s population, school staff will use the calendar as a reference when planning school events, student exams and project deadlines. Schools are to avoid the scheduling of certain events/activities on these days and the day following; for example, parent-teacher interviews or school performances. The goal is that families who observe the religious holiday can do so without concern of missing important school assessments or activities.

In addition, professional learning around the use of this calendar is planned to further support schools. A Multi-Faith Calendar for the 2021-22 school year has been developed and has been shared with all schools. A Multi-Faith Calendar is in development for the 2022-23 school year and will be produced annually thereafter. This approach, along with the existing provision of the *Education Act* for parents to

excuse their children from school for religious reasons without academic penalty, will create a more inclusive school environment and yet allow for operational needs of the Division.

NEXT STEPS

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

ATTACHMENTS and APPENDICES

ATTACHMENT I Draft 2022-23 School Year Calendar

BM:al

2022–23 Division Calendar

epsb.ca

AUGUST • 2022

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SEPTEMBER • 2022

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OCTOBER • 2022

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DECEMBER • 2022

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JANUARY • 2023

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APRIL • 2023

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MAY • 2023

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JUNE • 2023

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JULY • 2023









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APPROVED HOLIDAYS

Labour Day	September 5
The National Day for Truth and Reconciliation	September 30
Thanksgiving	October 10
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
Winter Break	Dec. 26–Jan. 6
New Year's Day	January 1
Family Day	February 20
Teachers' Convention	March 2–3
Spring Break	March 27–31
Good Friday	April 7
Easter Monday	April 10
Victoria Day	May 22

First Operational Day (No Students)	August 30
First Day of Classes	September 1
Last Day of Classes	June 27
Last Operational Day	June 28

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



EDMONTON PUBLIC SCHOOLS