



# CALGARY BOARD OF EDUCATION

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## Administrative Regulation 3064 - School Year and Hours of Operation

### STATEMENT

The calendar for the school year is established annually by the Calgary Board of Education in accordance with provincial legislation, Alberta Education policies and any applicable collective agreements. The school principal establishes and adjusts the hours of operation of a school in accordance with the requirements of this regulation.

### WHO SHOULD READ THIS?

- All school principals
- All Area Directors
- All school council members and key communicators

### REGULATION IMPLEMENTATION

- All school principals
- All Area Directors
- Director of Community Engagement and Operational Planning

### REGULATION INTERPRETATION AND RESOURCE

- All school principals
- All Area Directors
- Director of Community Engagement and Operational Planning

### REFERENCES

- School Act, RSA 2000, c. S-3, sections 39 and 56
- Guide to Education – Kindergarten to Grade 12, Alberta Education
- CBE School Declaration Form



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<b>School year</b>	<b>1</b>	Schools will operate on the basis of the school calendar established annually by the Board.
<b>Kindergarten hours of instruction</b>	<b>2</b>	The principal must ensure that each Kindergarten student is scheduled to receive the Alberta Education prescribed minimum of 475 hours of instruction provided over a minimum of 180 days per school year.
<b>Grades 1-9 hours of instruction</b>	<b>3</b>	The principal must ensure that each student in grades 1 to 9 inclusive is scheduled to receive the Alberta Education prescribed minimum of 950 hours of instruction provided over a minimum of 180 days per school year.
<b>Grades 10-12 hours of instruction</b>	<b>4</b>	The principal must ensure that each student in grades 10 to 12 inclusive is scheduled to receive the Alberta Education prescribed minimum of 1,000 hours of instruction provided over a minimum of 180 days per school year.
<b>School hours of operation</b>	<b>5(1)</b>	The principal must establish the hours of operation of the school through consultation with staff and parents, with the support of the Director of Community Engagement and Operational Planning, and with the approval of the Area Director.
	<b>(2)</b>	If a principal wishes to adjust a school's hours of operation the principal

must

- (a) apply to the Area Director for authorization to initiate further consideration of the proposed adjustment relative to factors such as:
    - (i) educational implications,
    - (ii) logistics (transportation, etc.),
    - (iii) consultation with staff, parents and if applicable, the community;
  - (b) receive the support of the Director of Community Engagement and Operational Planning; and
  - (c) receive approval to implement the change from the Area Director.
- (3) Unless otherwise authorized for special reasons by the Area Director, any adjustment in a school's operational hours will be implemented at the beginning of the school year.

**Communication  
of hours of  
operation**      **6**

As soon as new hours of school operation are established and approved by the Area Director, the Principal must ensure that they are made known to the following:

- (a) staff, parents and students;
- (b) the Manager of Transportation Services, Community Engagement and Operational Planning;
- (c) Human Resources - Substitute Desk; and
- (d) the Executive Director, Communications.

**School  
declaration form**      **7(1)**

The principal must submit the School Declaration Form to the Area Director as required.

- (2) The Area Director must approve the final School Declaration Form annually prior to the beginning of the next school year.