

HEADWAY SCHOOL 2017-2018

Semester I

A U G				9	4	W	S	E	P	20	20	W	O	C	T	21	21	W					
M	T	W	Th	F	S	S	5	M	T	W	Th	F	S	S		M	T	W	Th	F	S	S	
	1	2	3	4	5	6						1	2	3	2							1	6
7	8	9	10	11	12	13		4	5	6	7	8	9	10	3	2	3	4	5	6	7	8	7
14	15	16	17	18	19	20		11	12	13	14	15	16	17	4	9	10	11	12	13	14	15	8
21	22	23	24	25	26	27	1	18	19	20	21	22	23	24	5	16	17	18	19	20	21	22	9
28	29	30	31				2	25	26	27	28	29	30		6	23	24	25	26	27	28	29	10
																30	31						11
N O V				20	21	21	W	D	E	C	16	15	W	J	A	N	18	18	W				
M	T	W	Th	F	S	S		M	T	W	Th	F	S	S		M	T	W	Th	F	S	S	
		1	2	3	4	5	11					1	2	3	15								
6	7	8	9	10	11	12	12	4	5	6	7	8	9	10	16	1	2	3	4	5	6	7	
13	14	15	16	17	18	19	13	11	12	13	14	15	16	17	17	8	9	10	11	12	13	14	19
20	21	22	23	24	25	26	14	18	19	20	21	22	23	24	18	15	16	17	18	19	20	21	20
27	28	29	30				15	25	26	27	28	29	30	31		22	23	24	25	26	27	28	21
																29	30	31					22

Semester II

F E B				19	19	W	M	A	R	17	15	W	A	P	R	18	16	16	W				
M	T	W	Th	F	S	S		M	T	W	Th	F	S	S		M	T	W	Th	F	S	S	
			1	2	3	4	22				1	2	3	4	26	2	3	4	5	6	7	8	30
5	6	7	8	9	10	11	23	5	6	7	8	9	10	11	27	9	10	11	12	13	14	15	31
12	13	14	15	16	17	18	24	12	13	14	15	16	17	18	28	16	17	18	19	20	21	22	32
19	20	21	22	23	24	25	25	19	20	21	22	23	24	25	29	23	24	25	26	27	28	29	33
26	27	28					26	26	27	28	29	30	31		30								
M A Y				22	22		J U N				21	19	J U L										
M	T	W	Th	F	S	S		M	T	W	Th	F	S	S		M	T	W	Th	F	S	S	
	1	2	3	4	5	6	34					1	2	3	38			1	2	3	4	5	X
7	8	9	10	11	12	13	35	4	5	6	7	8	9	10	39	6	7	8	9	10	11	12	X
14	15	16	17	18	19	20	36	11	12	13	14	15	16	17	40	13	14	15	16	17	18	19	X
21	22	23	24	25	26	27	37	18	19	20	21	22	23	24	41	20	21	22	23	24	25	26	X
28	29	30	31				38	25	26	27	28	29	30	31	42	27	28	29	30	31			X

SI-Ins = 96 SI-Non Ins = 6 SI OP = 96+6 = 102 SII-Ins = 97 SII-Non Ins = 4 SII-OP = 97+4=101

Semester I	Ins	NI	OP	Wk	Semester II	Ins	NI	OP	Wk	Beginning Dates	Days
August	4	5	9	1-2	February	19	0	19	22-26	Semester I – Term I = Aug 26	52
September	20	0	20	2-6	March	15	2	17	27-29	Semester I – Term II ~ Nov 13	44
October	21	0	21	7-11	April	16	0	16	30-33	Teaching Days	96
November	21	0	21	11-15	May	22	0	22	34-38	Semester I – Term III= Jan 29	~42
December	15	1	16	15-18	Jun	19	2	21	38-42	Semester I – Term IV~ Apr 16	52
January	18	0	18	19-22	July	0	0	0	21	Teaching Days	94
	99	6	105	2	3 Days JAN	91	4	95			190

Instructional = 190 Non Instructional = 10 Operational = 190+10 = 200

School Closed	S Secretary, & Staff in- No Students	For Extra Days worked--No Staff & No Students
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The plan is for 195 Instructional days but with 5 days [worked extra in August] to be taken off as per weather or circumstances. If weather doesn't force any days to be take off by March 22nd, 2018 then those 5 days will be added on to the Visakhi Break.

HEADWAY SCHOOL 2017-2018

Occasion	DATE	Status
Secretary in office [9 AM- 3:30 PM] Summer Phone 780-993-6721	**Thur, Jun 29 - Jun 30, 2017	School Closed Office Open
Office closed	**July 1, – August 20, 2017	School, Office Closed
*1 st day of Operation	Monday August 21, 2017	Office Open
*Manager, Teachers and Secretary in school:	**Mon, Aug 21-Aug 25, 2017 Mon-Fri - [9 AM- 3:30 PM]	School Open Office Open
*Student Registration	***Mon, Aug 21, 2017 to Thurs., Sept. 28, 2017	Office Open
First Day of Instruction for Students*	***Mon, Aug 28, 2017	School Open
Labor Day	***Mon, Sept. 4, 2017	School Closed
First Day of Instruction for Kindergarten*	***Tues, Sept. 5, 2017	School Open
Thanksgiving Day	***Mon, Oct. 9, 2017	School Closed
Remembrance Day Weekend	***Friday., Nov 10, 2017	School Closed!
High School Winter Cultural Concert	Wed, December 20, 2017	School Open
Elementary Winter Cultural Concert	Thur, December 21, 2017	School Open
Last Day before Winter Holidays	Thur, December 22, 2017	School Open
Winter PD Day*- Teachers at School	***Fri, December 22, 2017	Office Open
Winter Holidays for Students	***Friday, Dec. 22, 2017 To Sunday, Jan. 7, 2018	School Closed
First Day Back from Holidays	Monday Jan 8, 2018	School Open
Family Day	***Monday, Feb 19, 2018	School Closed
Teachers' Convention	***Thursday, Mar 1, 2018 Friday, Mar 2, 2018	School Closed Office Open
Visakhi Holidays [1 week or 2 weeks]	Mar. 24, 2018 - April 2, 2018	School Closed
First Day Back from Visakhi Holidays	Tuesday, April 3 or 9, 2018	School Open
Victoria Day	***Mon, May 21, 2018	School Closed
Last Day of Instruction for Kindergarten*	***Friday, June 22, 2018	School Open
Last Day of Instruction for KG- Grade 12	Wednesday, Jun 27, 2018	School Open
Administration Days [Staff in]	***Jun 28 and Jun 29, 2018	School Closed
Last Day of Operation [Staff in]	***Friday, Jun 29, 2018	School Closed

HEADWAY SCHOOL 2017-2018

Official Instructional and Non-instructional Days

An Elementary teacher’s working day is 8:15 AM to 4:15 PM.

He or she will get about at least 40 minutes per day of Preparation time between 9 AM and 3:30 PM.

First period at 8-15 AM and last period at 3-40 PM are primarily for parents and then for preparation.

These times are not social times for chatting but to work in the room, by photocopier or other school business only.
Elementary School teacher’s average teaching load=

At least 200 Minutes Per week preparation time

$350 \times 5 = 1750$ Minutes Per Week – 200 minutes = 1550 minutes

Jr. and Sr. High School teacher’s average teaching load=

250 Minutes Per week preparation time

$400 \times 5 = 2000$ Minutes Per Week – 400 minutes = 1600 minutes

Note: High School teachers may take on more teaching time if they do wish for it:)>

S			Wks	Days	Minutes per Day	Minutes	Hrs	
I			20	96	380	36480	608	
II			20	92	380	34960	583	
I+II	A	Instructional days Whole Year	40	188	380	74440	1191	
I+II	B	Non-instructional PD Days		10	380	3800	63	
	C	Total Days Whole Year		198	380	75240	1254	

Up to 3 days may be given for in school Professional Development as discussed in the meeting.

Those days being 2 in December and 1 in June.

The Professional Development must be TA, Elementary or High School specific as separate entities.

Some groups of teachers [ie. Div I or Div 2 etc.] may arrange an in school, but small group oriented and Div specific and focused PD day.

The Board also may hold a one time Saturday Professional Development session to be announced.

A single day may be given off to a teacher for his/her choice of Professional Development at his/her expense