


Administrative Procedures 120

School Year Calendar

		Adopted: June 28, 2011
		Amended: August 20, 2014
	External References: <ul style="list-style-type: none">• Education Act: Sections 87, 109, 163, 164, 165, 166, 167	Internal References: <ul style="list-style-type: none">• BP 2 Role of the Board

Background

The school year calendar is set annually and defines the number of operational or work days for school-based personnel, as well as the number of instructional days. The school year calendar shall be adopted annually by the Board in accordance with the requirements of the Education Act.

Procedures

1. The Director or designate shall establish a calendar committee that will prepare draft options of a school year calendar with input from appropriate stakeholders.
2. School level employees, School Community Council members, parents, students and community stakeholders will be given the opportunity to vote on the calendar options.
3. The Director or designate shall present the selected school year calendar to the Board prior to April 30.
4. The school year calendar will specify:
 - 4.1 School opening and closing dates.
 - 4.2 Number of instructional and non-instructional days.
 - 4.3 Dates of professional development days.
 - 4.4 Holidays and vacation periods.
5. In accordance with Section 163 of the Education Act, employees must be notified of the Board approved school year calendar on or before May 1. The school year calendar must also be published for parents and students by this deadline.
6. The Principal, in consultation with the Director or designate is to determine the starting time, breaks and recesses, lunch hour and dismissal of his/her assigned school, taking local needs into consideration.