


## Administrative Procedures 120

### School Year Calendar

		<b>Adopted:</b> June 28, 2011
		<b>Amended:</b> March 6, 2019
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 87, 163</li></ul>	<b>Internal References:</b> <ul style="list-style-type: none"><li>• BP 2 Role of the Board</li></ul>

### 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. The school year calendar will be published on the division website.
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.