

## Administrative Procedure 130

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# SCHOOL CALENDAR

### Background

The school calendar is to be developed so as to reflect the educational interests of students, and the organizational and learning needs of District staff. All legal and contractual obligations shall be reflected in the proposed calendar. Effective planning, coordination and public relations require that decisions on the school day and year be made well in advance of implementation. The process for implementation is described in the appendix to this administrative procedure.

### Procedures

1. School year schedules in the District shall conform to the School Calendar Regulation published by the Ministry of Education.
2. Where options are available, the calendar shall take into account, to the greatest degree possible, the following factors:
  - 2.1 Maximization and effective use of instructional time;
  - 2.2 Contractual arrangements with staff;
  - 2.3 Administrative requirements and convenience for parents, students and staff;
  - 2.4 Provision of non-instructional days as permitted by legislation for planning and professional development at District and school levels.
3. By May 15 of each year, each Principal shall submit to the Superintendent or designate, the intended school calendar for the following school year, including:
  - 3.1 Hours of operation and "breaks" or recesses;
  - 3.2 Number of minutes of weekly instruction;
  - 3.3 Dates and intended purpose of non-instructional days;
  - 3.4 Dates and times of early dismissals for parent-teacher conferences.
4. The calendar and schedule at each school must meet requirements of provincial legislation, union contracts and Board policy. Included are the following provisions:
  - 4.1 Days of instruction are as provided in the "Local School Calendar" established by the District and located on the District website.
  - 4.2 Hours of instruction exclusive of breaks and recesses:
 

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|-------|----------------|------|-----------|
| 4.2.1 | Grades K – 7:  | 4.88 | hours/day |
| 4.2.2 | Grades 8 – 12: | 5.30 | hours/day |

- 4.3 Opening Day of each school year – students are to attend as follows:
- 4.3.1 Elementary: 9:00 a.m. – 12:00 noon.
  - 4.3.2 Secondary: By local arrangement; students attend no more than three (3) hours unless required for scheduling.
  - 4.3.3 Kindergarten: Hours may be altered to provide a gradual entry during the first six (6) days, within the following limitations:
    - 4.3.3.1 Day 1: Students attend at least forty-five (45) minutes.
    - 4.3.3.2 Day 2 to 4: At least one-third (1/3) of students attend each day for not less than sixty (60) minutes.
    - 4.3.3.3 Day 5 and 6: At least half (1/2) of the students attend each day for not less than ninety (90) minutes.
- 4.4 Non-Instructional Days
- 4.4.1 Of the six (6) allowable days, six (6) shall be common days throughout the District. Schools may alter one (1) of the six (6) days, as designated by the District.
  - 4.4.2 The primary purpose of non-instructional days shall be for staff and program development, in accordance with the School Act.
5. Parent-Teacher Conferences
- 5.1 Up to four (4) days per year may be shortened by one (1) hour to provide time for parent teacher conferences. Shortened hours cannot be combined with half-day non-instructional days.
6. By May 31, parents shall be advised of the school calendar for the following year, including intended dates for non-instructional days and early dismissals. Details of topics for non-instructional days, etc., need not be provided.
7. Significant variation from the standard operating hours must be approved by the Superintendent following the consultative process outlined in the appendix to this administrative procedure.

Reference: Sections 8, 22, 65, 77, 78, 78.1, 85, 175 School Act  
 School Calendar Regulation 114/02  
 Designation of Purpose for Non-Instructional Days Order M122/93

Revised: March 2020  
 August 2021