

Administrative Procedures Manual	Administrative Procedure 130
	School Year
	APPROVED: September 1, 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 60, 205, 222 Education Act Guide to Education ECS to Grade 12 Collective Agreement

Background

The Board annually approves Division school year calendar(s) based on the requirements of the Education Act and the Guide to Education. We also work with the other local school districts to ensure that we have a relatively consistent calendar structure (especially Christmas and Easter/Spring breaks).

Procedures

1. The Board will establish, upon recommendation of the Superintendent, an official school calendar(s) for the ensuing school year not later than the first regular March meeting. Tentative calendars for two (2) future years may also be established.
2. Community, staff and neighbouring school jurisdictions input will be considered in establishing the calendar.
3. The calendar will include:
 - 3.1 The number of instructional days,
 - 3.2 The number of operational days,
 - 3.3 The holiday periods, and
 - 3.4 The school opening and closing dates.
4. Dates will be struck which are consistent with the following:
 - 4.1 Teachers and other designated staff will commence duty up to five (5) days prior to the arrival of students.
 - 4.2 Classes will commence approximately the last week of August or the first week of September, in order to appropriately balance semesters.
 - 4.3 A Christmas Break of at least two (2) weeks duration will be provided.
 - 4.4 A Spring Break of one (1) week duration will usually be provided. When Good Friday occurs on or after April 15th, there will be a spring break planned. Otherwise, the spring break will run in conjunction with the Easter holidays.
 - 4.5 Easter Monday may be an operational/instructional day unless it falls within Spring Break.
 - 4.6 The last operational day in a school year will be planned to take into consideration the exam schedule set by the province for each school year.