

### SCHOOL YEAR CALENDAR

#### Background

The school year and school day must be designed to maximize student learning. To meet mandatory instructional time provisions and to facilitate busing and other shared services, schools will follow a Division-wide school year calendar. The division calendar will be developed in consultation with the Director and or designate from the Christ the Teacher School Division and the local associations President and or designate.

Subject to the provisions of the Education Act, the Director is responsible for developing and recommending the school year calendar to the Board. The Board must establish the calendar prior to May 1 for the subsequent school year.

#### Procedures

1. The Director and or designate will prepare a proposed school year calendar. The proposed calendar will be prepared for distribution and feedback by February 15.
2. Director or designate shall ensure that staff and School Community Councils have opportunity for input.
3. The Director and or designate, will consider the feedback and prepare a recommendation for the Board by April 1.
4. The Director and or designate, will submit the Board approved calendar for Ministry of Education approval prior to May 1.
5. The school year calendar will contain the following:
  - 5.1. A minimum of 950 hours of instructional time for grades 1 to 12 per year
  - 5.2. A minimum of 475 hours of instructional time for kindergarten per year
  - 5.3. Number of instructional and non-instructional days
    - 5.3.1. A post Labour Day student start time (an amendment to the *Education Act* permits school divisions to commence instruction prior to Labour Day in years when Labour Day falls after September 5
    - 5.3.2. Days in lieu

- 5.4. Dates of professional development days
- 5.5. Holidays and vacation periods
  - 5.5.1. A minimum of six weeks of summer vacation
  - 5.5.2. A Spring break with no more than 5 consecutive days.
- 5.6. Report card distribution and Student-Led Conference windows
- 5.7. High school final examination windows
- 5.8. Staff meeting windows

Reference: Section 87, 109, 163, 164, Education Act

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