

501.1AP – School Calendar

Purpose

In accordance with Section 87.01 of the *School Act* and the School Calendar Regulation, the Board of Education has the authority to establish a local school calendar for schools in the district. The Board must specify the opening and closing dates of schools, the number of instructional days and hours, the length of the school day, recesses, and vacation periods, and make this information available to the public.

The Board may adopt the Ministry of Education and Child Care's Standard School Calendar or establish a local school calendar that meets or exceeds the minimum number of instructional hours required under the School Calendar Regulation.

As required by the School Calendar Regulation sections 4(2) and 5(2), the dates of non-instructional days, including school-based professional development days, shall be set by March 31 of the preceding year.

Procedure

1. Calendar Development Process

- 1.1. The district strives, whenever possible, to establish a three-year local school calendar to provide families and staff with advance notice of key dates.
- 1.2. The process begins with the Joint Professional Development Committee (as outlined in the teachers' collective agreement) determining district-wide and school-based professional development days.
- 1.3. The School Calendar Committee, consisting of representatives from schools, partner groups, and district leadership, meets to draft a three-year local school calendar, including the placement of winter and spring break.
- 1.4. The Joint Professional Development Committee and the School Calendar Committee meet to finalize a draft calendar, which is then recommended to the Superintendent (or designate).
- 1.5. The draft calendar is then reviewed by the Superintendent (or designate) for compliance with the School Act and School Calendar Regulation.
- 1.6. The Superintendent brings the recommended calendar(s) forward to the Board of Education for consideration and approval in principle.

2. Consultation and Adoption

- 2.1. Following Board approval in principle, and consistent with the School Calendar Regulation, the draft calendar(s) are made available for public consultation with parents, partner groups, and staff.

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- 2.2. Feedback from consultation is reviewed and considered by the Superintendent and the School Calendar Committee prior to finalizing the calendar.
- 2.3. The final calendar is submitted to the Board of Education for formal adoption by March 31 of the preceding school year.
- 2.4. The approved calendar is then:
 - Submitted to the Ministry of Education and Child Care for review; and
 - Posted publicly on District and school websites.

3. Calendar Amendments

- 3.1. The Board may amend a school calendar when necessary (e.g., operational changes, statutory changes).
- 3.2. Before an amendment is made, the District will consult with affected employees and parents.
- 3.3. Any amended school calendar must be made publicly available within 30 days of the change.

4. Reallocation of Instructional Time

- 4.1 Any reallocation of instructional time is subject to the approval of the Superintendent and will be granted on the condition that the requirements for annual instructional hours and days are met.

5. School-Based Information

- 5.1. By May 31 each school will confirm and publish its school-based non-instructional days.
- 5.2. Each principal will publish the bell schedule and local school calendar on the school website and in newsletters.

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