

Administrative Procedure 130

SCHOOL YEAR AND SCHOOL DAY**Background**

The school year and school day must maximize student learning and ensure quality instructional time. To facilitate bussing and other shared services, most schools follow a standard school year calendar. The Board annually establishes a calendar for the following year; however, it may develop a school year calendar that considers two to three years to facilitate long range planning for staff, students and parents. The Board may also consider alternate school year calendars.

Procedures

1. Discretion to develop the school year calendar is limited by joint bussing with five (5) other Divisions.
2. The Superintendent shall prepare annually a proposed school year calendar that considers at least the next following year.
3. The proposed calendar(s) shall be distributed to principals by April 1.
4. Principals shall ensure that staff, School Council, parents and students, wherever appropriate, have opportunity for input. The principal is responsible for recording and providing the feedback from the various stakeholder groups to the Superintendent by April 30.
5. The Superintendent, in consultation with principals, will consider the feedback and prepare recommendations by May 15 for the Board.
6. A school year shall include a Christmas/winter break of at least two full weeks to equal at least 14 days including weekends. A split week to begin a holiday or to end a holiday is acceptable; however, both beginning and ending midweek should be avoided.
7. The first instructional day following the last diploma examination of the first semester may be a non-instructional day.
8. Two non-instructional days may be used for parent-teacher conferences. If conferences occur primarily in the evening or outside of regular school hours and include approximately the equivalent time as an instructional day, staff may take time in lieu. Conferences shall be coordinated among schools within a common bussing zone.
9. Instruction shall not begin prior to 8:30 a.m. and classes shall be dismissed no later than 3:40 p.m.
10. Students in grades 1-6 shall have a minimum of one 15-minute recess per instructional day.

11. All students shall have a noon break of at least 30 minutes.

Reference: Section 56, 61, 97, School Act
Base Instruction Funding Grades 1-12, Section 1.2, Funding Manual
ECS Base Instruction Funding, Section 1.1, Funding Manual