

AP 130 – INSTRUCTIONAL YEAR

Background

The Board annually sets a school year schedule which defines the opening and closing dates of the schools. As well, this schedule will indicate all days when schools are operating without students present; however, there will be no more than the equivalence of ten (10) such days shown on the schedule.

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

The intention of this procedure is to communicate the instructional year to the members of our school community, to recognize the fact that there is a need to provide time during the school day for teachers to in-service and carry out administrative tasks and to ensure that students receive the benefit of direct teacher instruction for the maximum number of days possible during the school year.

Procedures

1. The Director or designate will prepare a proposed school year calendar(s) for distribution to Principals by February 15 for feedback. Consideration shall be given to opening and closing dates of neighbouring jurisdictions.
2. The Director or designate, in consultation with Principals, will consider the feedback and prepare a recommendation for the Board for the regular Board meeting in April.
3. The school year calendar will specify:
 - 3.1 School opening and closing dates;
 - 3.2 Number of instructional and non-instructional days;
 - 3.3 Dates of professional development days; and
 - 3.4 Holidays and vacation periods.
4. The maximum of ten (10) days of school operation without students in attendance will be organized cooperatively through the administration and staffs. The following areas are to be considered when setting up this part of the schedule:
 - 4.1 The number of administration days for teachers;
 - 4.2 The two (2) teacher convention days;
 - 4.3 Professional development days for teachers; and
 - 4.4 Parent-teacher interview days which total one and one-half (1.5) days.

5. Immediately following Board approval, the Director will publish information for parents and students and notify employees with respect to opening and closing dates of schools in the Division for the subsequent school year.

Reference: Sections 87, 108, 109, 163, 164, 165, 166, 167 Education Act