

# SCHOOL OPERATIONS

## Administrative Procedure #217 School Year and School Day

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### Background

Planning of the school year and school day is essential for effective organization of the school. The school year calendar and planning of the school day occurs during the spring to ensure that the board has ample time to approve the school year and to ensure that all required elements are included in each.

### Procedures

1. The superintendent shall propose the school year calendar prior to may for the next school year.
2. For planning purposes calendars may be developed for up to three years in advance. Only the calendar for the following school year will be approved, while the other's may be approved in principle.
3. The superintendent will consult with the school principal and board vice-chair in developing the calendar.
4. School year calendars shall meet the following criteria:
  - a. Not to exceed 200 days, of which at least 181 shall be full instructional days for students and at least 191 full operational days as noted:
5. The school year will include the following operational days in the calendar:
  - a. Parent teacher conferences
  - b. Organizational days for school opening and closing
  - c. Professional development
  - d. Unassigned days at the board's discretion (e.g. Days in lieu, charter school conference)
6. instructional hours include:
  - a. Kindergarten – minimum of 475 hours
  - b. Grades 1 – 6 – minimum of 950 hours – note: recesses, breaks, lunch time minutes do not count towards instructional hours.

c. Consideration should be given to adding the equivalence of one additional day to the 950 hours to provide for loss of instructional time.

7. Calendar planning will include:

- a. School year start-up for students will follow labour day.
- b. Christmas / winter break of at least 14 consecutive days including Saturday and Sunday
- c. Fall break of 2 or more days(optional – calendar year dependent)
- d. Remembrance day (see article 8)
- e. Spring break of one week
- f. Good Friday and easter Monday
- g. Accommodation for provincial examinations

8. When Remembrance day falls on a non-instructional day there will be no additional school holiday.

9. Parent/teacher conferences occur in the evening or outside of regular school hours, and require time equivalent to an instructional day, in lieu days will be included in the calendar.

10. Thrive time will begin immediately following the conclusion of the regular school day. At least 30 minutes of thrive time will include student time for reading, homework or other educationally planned activity.

11. Students in kindergarten through grade 6 shall have a minimum of one 15-minute recess per instructional day.

12. Students in grade 1 through 6 should have a noon break of at least 30 minutes of eating time.

References:

Education Act

Ministerial Regulations

Guide to Education