

SCHOOL YEAR AND DAY

Background

The Board shall establish the District calendar and the minimum days of instruction in compliance with the School Calendar Regulation School Act (5) 87.01; 87.02; 87.03.

Principals may, after consultation with staff and discussion with parents, establish the duration of the noon intermission and the daily schedule of hours that a school is in operation for students provided that the amount of instructional time in the year meets provincial requirements and the days do not conflict with the District calendar adopted by the Board.

Procedures

1. The school year shall begin for students on the day after Labour Day. Statutory holidays observed when schools are not in operation for students and staff are: Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Good Friday, Easter Monday, Victoria Day and Family Day. A copy of the District calendar shall be included in school newsletters to parents prior to May 30 each year.
2. The school year shall consist of a minimum of 853 hours of instruction for kindergarten, 878 hours of instruction for grades 1 to 5, and 952 hours of instruction for grades 6 to 12 in each school. Up to six (6) non-instructional days (when schools may excuse students from attendance for a full day) may be approved by the Superintendent. The last day in the school year, (administration day), will also not have students in attendance. The dates of non-instructional days will be included in the calendar setting process as outlined in the School Calendar Regulation.
3. A day scheduled for examinations in a school is considered to be a day of instruction for schools.
4. Altered patterns in a school's operating hours to enable early dismissal for a day of the week shall be established as follows:
 - 4.1 A statement of the benefits and use of unscheduled time for an altered school day/week will be reviewed with the zone assistant by the Principal. Matters to be reviewed include:
 - 4.1.1 What day has early dismissal,
 - 4.1.2 Impact on population, e.g. unique school, or student/family needs,
 - 4.1.3 Method or formula being used to increase instructional time,
 - 4.1.4 Transportation.
 - 4.1.5 Lunch hour,
 - 4.1.6 Use of planning time.

- 4.2 Staff and parents each must be in strong agreement and at least 80% in support of the plan. The use of parent surveys and, where appropriate, student surveys is recommended. Further to staff discussions of the proposal, a school meeting shall be held at which parents have the opportunity to participate in informed discussion of the proposal.
- 4.3 The plan and evidence of support for it shall be submitted to the Zone Assistant Superintendent for review with the District Leadership Team. Upon approval, alternate school week schedules shall continue on an annual basis until cancelled.
- 4.4 Written advance notice of the altered school day/week, together with the rationale, will be provided to parents by June 15 and again during the first week of school.
5. The elementary school instructional day shall begin no earlier than 8:30 a.m. nor extend beyond 3:30 p.m. unless the school has divisions on shift. The middle school hours shall fall between 8:00 a.m. and 4:00 p.m. unless the school has divisions on shift or on extended day
6. Secondary school hours shall fall within 7:00 a.m. and 10:00 p.m. each day.
The Principal shall establish the length of the day in order to meet instructional hour requirements.
7. The winter vacation and spring break shall be established by the Board using the principles embodied in the calendar previously maintained by the Ministry of Education and outlined in the School Calendar Regulations.
8. The Superintendent will establish District procedures for the approval of school non-instructional days and the alteration of operating hours for early dismissal on a day or days in a month basis.

Reference: Section 87.01, 87.02, 87.03, 168.02, School Act
Form 131-1 Parent Teacher Report Card Conference and Student Dismissal

Last revised: September 2025