

# SCHOOL DAY AND YEAR

## Background

The School Act requires the Division to specify the school opening date, the number and the days of school operation, the length of the school day, the number and length of recesses and the number of hours of instruction, and to communicate this information to the Minister of Education before May 31 of every year for the following school year. In setting the school day and year, the Division considers the total hours of instruction as well as the number of operational days required to provide our students the best possible education as well as professional opportunities for staff.

When setting the school day and year, the Division will endeavour to provide sufficient instructional days to deliver Catholic education of the highest quality to our students and to provide adequate non-instructional days to allow for professional growth of staff while recognizing the needs of families. When deliberating the school calendar for the upcoming academic year, the Division will consult broadly with all the interested school community groups by referring the proposed calendar to administrators, teachers, and school councils and accepting suggestions and comments.

The Board sets the initial parameters and approves the annual school-year calendar.

## Definitions

1. Instructional days are to be defined as days on which teachers instruct students at school.
2. Non-instructional days are defined as days on which teachers, but not students are present in the school or days in which teachers are participating in professional development outside of the school. These include teachers' convention, parent/teacher interviews, staff professional development days, and school opening and closing day. Also included are emergency closures or other closures authorized by the Minister.
3. Total operational days are defined as the sum of instructional and non-instructional days in the school year.

## Procedures

1. The Superintendent will ensure that each school meets or exceeds the instructional time requirements as stated in these procedures.
2. It is the responsibility of the principal of each school to ensure that instructional time is used in the best interest of students and Catholic education.



3. Each principal will ensure his/her school meets the minimum hours of instruction as follows:

|                |                       |
|----------------|-----------------------|
| Kindergarten:  | Minimum of 475 hours  |
| Elementary:    | Minimum of 950 hours  |
| Middle School: | Minimum of 950 hours  |
| High School:   | Minimum of 1000 hours |

4. The number and length of recesses will be determined by the principal in consultation with staff and School Council, and will form part of the school plan submitted for Superintendent's approval.
5. Principals will ensure that parents of students registered in his/her school will receive school day and year (calendar) information at the beginning of each school year.

Reference: Section 56, 61, 97, School Act

