



**Policy**

The Superintendent of Schools shall prepare an annual **school** calendar of **days in session** and instructional days. This school calendar shall conform to the requirements of the Independent School Act, the regulations of the Ministry of Education, and be consistent with existing policies of the school system on school day and school year.

The Superintendent of Schools, subsequent to appropriate consultation, will present the school calendar(s) for Board of Directors approval on or before May 1st.

**Regulation**

1. The school **calendar** will specify:

School opening date.

– Number of **Days in session**

Number of school and system instructional and non-instructional days.

Vacation periods including:

- o Christmas **break** that extends at least from December 24 to January 2.
- o summer vacation which begins no later than the day following the last Friday in June and ends no earlier than August 29; and
- o a fixed Spring Break of one to two weeks duration as approved by the Board of Directors.

2. The Superintendent in consultation with the school administrators shall recommend a calendar for the next school year to the Board of Directors on or before May 1st in each school year.

3. Upon Board of Directors approval, the Superintendent shall notify school staff of the decision related to the school operational year.

Reference:	Approved
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: October 2003; September 2009, March 2012