

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 130
PROCEDURE:	SCHOOL YEAR CALENDAR		

BACKGROUND

Christ the Teacher Catholic Schools believes in a culture that engages and challenges all learners. To achieve this culture of learning we are committed to:

- Supporting and protecting engaged learning time provided by regularly assigned staff;
- Ensuring that all school activities are tied to curricular outcomes;
- Maximizing a variety of academic instructional opportunities to engage all students; and
- Growing in our expertise and proficiency to support the learning of all students.

The Board annually sets the school year calendar which defines the number of operational or work days for school-based personnel, as well as the minimum number of instructional days. The school year calendar shall be adopted annually in accordance with the requirements of the Education Act.

The Board approves up to twelve (12) non-instructional days to be used for religion and curriculum in-services, administrative planning, planning toward Board/Division/school goals, student-led conferences, and professional development activities. The usage of these twelve (12) days will be approved by the Director.

The Saskatchewan Education Act requires the following:

- a minimum of 950 hours of instructional time for grades 1 to 12 per year;
- a minimum of 475 hours of instructional time for kindergarten per year;
- a minimum of six weeks of summer vacation;
- a post Labour Day student start time (An amendment to The Education Act permits school divisions to commence instruction prior to Labour Day in exceptional years when Labour Day falls after September 5th.);
- a Christmas break that begins no later than Dec 23rd and ends not sooner than January 2nd; and
- a Spring break with no more than 5 consecutive days.

Subject to the provisions of the Education Act, the Director is responsible for developing and recommending the school year calendar to the Board. As per Section 163 of the Education Act, employees must be notified of the Board approved school calendar on or before May 1. The school calendar must also be published for parents and students by this deadline.

PROCEDURES

1. Due to shared rural busing transportation, the draft calendar must complement the public system's school calendar.

2. The Director or designate(s) shall prepare a draft school year calendar for distribution to each Principal prior to February 1st. Principals shall ensure that staff and School Community Councils have opportunity for input. The principal is responsible for recording and providing the feedback to the Director or designate by March 1st.
3. By February 1st, the draft school year calendar will also be posted on the division website for student, parent and community feedback.
4. The Director or designate, in consultation with Good Spirit School Division Director or designate, will consider the feedback and prepare a recommended joint school division calendar.
5. Based on received feedback, the Director will present any recommended changes to the original school calendar draft at the March Board meeting. At the March Board meeting, the Board will approve the submission of the proposed school calendar for review by the Ministry.
6. After the March Board meeting, the Director will submit the proposed school calendar to the Ministry to determine compliance with the Education Act.
7. Once the Director receives confirmation by the Ministry, the Board will approve the school calendar at the April Board meeting.
8. Half-time kindergarten programs will operate for 475 instructional hours. The Principal will determine the days of student attendance in consultation with the kindergarten teacher. The last student day for student attendance should fall within the last 5 instructional days.
9. When Remembrance Day falls on:
 - 9.1. A Saturday, the statutory holiday will occur on Friday, or
 - 9.2. A Sunday, the statutory holiday will occur on Monday.

Reference: Sections 20.7(1), 87, 108, 109, 163, 164, 165, 166, 167 Education Act

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