

## Administrative Procedures 120 School Year Calendar



Adopted: June 28, 2011

Amended: January 2026

### External References:

Education Act 1995: Sections 87, 163  
Education Regulations, 2019 Sections 17, 18, 19, 20, 21, 22, 23  
PCBA Article 16  
Registrar's Handbook for School Administrators Sections 1.21, 1.2.2, 1.2.3, and 1.2.4

### Internal References

BP 2 Role of the Board

### Background

The school year calendar defines the number of operational or workdays for school-based personnel, as well as the number of instructional days. The school year calendar shall be approved annually by the Board in accordance with the requirements of the Education Act.

### Procedures

1. The Director or designate shall prepare draft options of a school year calendar which will be presented to staff, School Community Councils, SWTA and CUPE who will be given the opportunity to provide feedback.
2. The Director or designate shall present the recommended school year calendar to the Board on or before April 30.
3. The school year calendar will specify instructional and non-instructional days including but not limited to:
  - Statutory Holidays;
  - First/Last Day of Instruction;
  - Early Dismissals;
  - Parent-Teacher-Pupil Conference;
  - School Holidays; and,
  - Examinations.
4. Following Board approval, the Director or designate shall submit the calendar to the Ministry of Education for review.
5. Once review is complete, the Director or designate will publish the approved school year calendar on the division website.
6. The Principal, in consultation with the Director or designate, determines the starting time, breaks and recesses, lunch hour and dismissal of their assigned school, taking local needs into consideration.