

POLICY HC – Division School Year Calendar

The Board will approve the division school year calendar by the last Board meeting in April.

PURPOSE:

To ensure timely planning of the division school year calendar.

DEFINITION

1. Instructional Days: days which teachers instruct students.
2. Operational Days: instructional days plus those days/times teachers are scheduled to work when students are not present.

GUIDELINES & PROCEDURES

1. The division school year calendar is:
 - a) developed in consultation with staff;
 - b) provided to Grande Prairie Public and Grande Prairie Catholic school boards with an opportunity to comment on a proposed calendar prior to it being submitted to the Board;
 - c) the draft calendar for two years forward will be shared by October 31; Feedback received by November 30 will be considered;
 - d) submitted to the Board for final approval on or before the final regular meeting of the Board in April.
2. The division school year calendar will include:
 - a) the number of instructional days (semesters of 93 days are preferred)
 - b) the number of school operational days, including:
 - i) the number of professional development days (a combination of 6 district and school-based PD days is preferred);
 - ii) when reasonable, the number of non-operational days, not to exceed two (2) to accommodate for an annual twelve hours of scheduled Parent Teacher Interviews;
 - iii) the number of organization days, not to exceed two (2).
 - c) the holiday period; and
 - d) the school opening and closing dates.
3. For high schools, exam week will not begin any earlier than six days before the end of semester/school year. For junior high schools, exam week will not begin any earlier than five days before the end of semester/school year.
4. The Board shall be informed of revisions to the approved division school year calendar.

Schools will create their own school calendar, which aligns with the division school year calendar.

REFERENCES

Cross References: links to

[Exhibit 1 – Calendar Checklist](#)

HHCA_CompressedSchoolWeekSchedule.pdf

HK – Student Assessment, Grading and Reporting

Legal Reference: [Education Act](#) Section 60

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Next Review: 2021/2022