



ADMINISTRATIVE PROCEDURE 130 SECTION: GENERAL ADMINISTRATION	
Adopted/Original Date of Issue	2004
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	October 2021
Next Review Date	October 2026
Contact	Superintendent of Education – Program Services (School Effectiveness)

School Year Calendar

Background

Subject to the provisions of the Education Act, the Director of Education or designate is responsible for developing and recommending the school year calendar for the district.

Prior to May 1st in each year, the District will establish the next school year calendar and submit the calendar to the Minister of Education for approval. If the district intends to submit a modified school year calendar (designate a school year and school holidays that are different from those prescribed by regulation), the District shall submit the proposed calendar on or before the first day of March.

Procedure

1. Developed in accordance with the Education Act and Regulation 304, *School Year Calendar, Professional Activity Days*, the school year calendar will specify:
 1. School opening and closing dates
 2. Number of instructional days, including examination/final assessment days
 3. Dates of professional activity days
 4. Holidays and vacation periods
 5. On or before August 15th in each year, the district will submit to the Minister a general outline of activities to be conducted on the professional activity days identified on the school year calendar.
2. The District shall publish its school year calendar as information to students, parents/guardians, staff and members of the community.
3. The Director or designate, in consultation with the School Year Calendar Committee, shall recommend a school year calendar for the district.

Legal Reference

[Ontario Regulation 304—School Year Calendar](#)

Procedure History

Approved:	May 2016; November 2021
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Revised:	May 2016; October 2021