

## AP 1002: School Calendar Approval Process

### Background:

School Boards must, in accordance with the regulations of the Minister, prepare a school district calendar for each school calendar year. A Board may, at the same time, submit up to three (3) consecutive school calendars. A Board must submit to the Minister a school calendar(s), at least three (3) months before the expiration of the current school calendar. If the Minister amends a school calendar, a Board must, at least one (1) month before the expiration of the current calendar, make available to the public the amended school calendar. A Board may, in accordance with the regulations of the Minister, amend a school calendar made available to the public by the Board under Section 87.01 (9) or (10) of the School Act, if, in the opinion of the Board, an amendment is necessary.

The District must consult with parents and representatives of employees when it wishes to adopt a school calendar in accordance with these procedures.

### Procedures:

1. A Board must make publicly available a school calendar(s) that it proposes to submit to the minister at least one (1) month before the date the school calendar must be submitted to the minister.
2. The Board must provide an opportunity to:
  - 2.1. The parents of the students enrolled in each school to which the proposed school calendar is applied; and,
  - 2.2. Representatives of employees of the Board assigned to the District to provide comments to the Board with respect to the calendar made publicly available.
3. Amending a School Calendar:
  - 3.1. A Board must make publicly available proposed amendments to a school calendar at least one (1) month before making amendments.
  - 3.2. A Board must, as soon as practicable and, in any event, within 30 days of amending a school calendar under section 87.02 of the Act, provide the Minister with the amended school calendar.
  - 3.3. Sections (1) and (2) do not apply to a Board that reschedules a non-instructional day previously scheduled in a school calendar if the Board gives notice of the change to:
    - 3.3.1. The parents of the students enrolled in the school to which the proposed change is to apply; and,
    - 3.3.2. The representatives of employees of the Board assigned to the District.