

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**School Year Calendar**

**School Operations D – 1**

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**POLICY STATEMENT**

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene to require the development of school year calendars annually in the manner as outlined in the Administrative Regulations.

**ADMINISTRATIVE REGULATIONS**

1. The annual school year calendar(s) shall be developed for Board and Ministry approval in accordance with the requirements of the appropriate Ministry Regulation (304) under the *Education Act*.
2. Preparation of the school year calendar(s) shall be carried out in accordance with Operating Procedures.

**OPERATING PROCEDURES**

1. The Supervisory Officer in consultation with the Principal, Staff and School Council representatives shall formulate recommendations regarding the School Year Calendar.
2. The following terms of reference will be considered:
  - 2.1 To seek evaluation feedback from sources both inside and outside the school system re: the number and timing of professional activity days in order to plan the school year calendar as effectively as possible
  - 2.2 To assist in the co-ordination of professional activity days in order to achieve the Regulations of the Ministry and objectives of the school
  - 2.3 To assist in the design and dissemination of public information concerning professional activity days and the School Year Calendar
  - 2.4 To co-ordinate professional activity days with co-terminus boards, if advantageous
3. The Supervisory Officer shall make its recommendations at the April Board meeting. (Due to the Ministry by May 1).
4. If the school year calendar is to be modified, it shall come to the Board at the February meeting (Due to the Ministry by March 1).