

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

POLICY MANUAL

POLICY TITLE:

School Year Calendar

SECTION/CODE:

School Operations D – 1

APPROVAL DATE:

January 16, 2023

SUPERSEDES:

June 12, 2017

NUMBER OF PAGES:

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REVIEW DATE:

January 2027

POLICY STATEMENT

Regulation 304, under the Education Act, School Year Calendar, Professional Activity Days, requires that School Boards submit a School Calendar annually to the Ministry of Education, for approval.

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene to comply with the requirements in its development of the annual school year calendar.

PURPOSE

To clarify and provide support for Board and School staff in the development of the annual School Year Calendar

ADMINISTRATIVE PROCEDURES

1. The annual School Year Calendar(s) shall be developed for Board and Ministry approval in accordance with the requirements of Regulation (304) under the *Education Act*.
2. The Supervisory Officer in consultation with the Principal, Staff and School Council representatives shall formulate recommendations regarding the School Year Calendar.
3. The following will be considered in the preparation of the annual School Year Calendar:
 - 3.1 Seek input/feedback from sources both inside and outside the school system re: the timing of professional activity days in order to plan the school year calendar as effectively as possible
 - 3.2 Assist in the coordination of professional activity days in order to achieve the requirements/priorities of the Ministry and objectives of the school
 - 3.3 Assist in the design and dissemination of public information concerning professional activity days and the School Year Calendar
 - 3.4 Coordinate professional activity days with coterminous boards, if advantageous to do so.
4. When the proposed School Year Calendar is “modified” from that outlined by the Ministry, the Supervisory Officer shall make these recommendations to the Board for approval at the February Board meeting.
(Due to the Ministry for approval by March 1).

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5. When the proposed School Year Calendar is based on that outlined by the Ministry, it shall come to the Board for approval at the April meeting
(Due to the Ministry for approval by May 1).