
Administrative Procedure 131

SCHOOL CALENDAR AND DAILY SCHOOL SCHEDULE

Background

School boards must, in accordance with the School Act and regulations of the Minister, prepare a school calendar for each school in its school district for each school calendar year. A board may, at the same time, submit to the Minister up to three consecutive school calendars at least three months before the expiry of the current approved calendar or set of calendars. If the Minister amends a school calendar submitted by a board, the board must, at least one month before the expiration of the current calendar(s), make available to the public the amended school calendar(s).

While daily school schedules are inextricably linked to school calendars and the statutory requirements for boards of education, daily school schedules fall under the operational authority of the superintendent of schools as set out in Section 22 of the School Act.

Procedures

1. The board delegates the responsibility of developing school calendar proposals for board consideration and approval to the Superintendent of Schools. In developing proposed school calendars, the superintendent shall ensure consultation occurs as required by legislation. The superintendent shall undertake a process for school calendar proposal development pursuant to Division 2.1 – School Calendars of the School Act and the School Calendar Regulation including:
 - process and communication timelines;
 - amendment provisions;
 - compliance requirements;
 - prescribed minimum hours of instruction;
 - prescribed information to be included in school calendars; and
 - designation of purpose for non-instructional days.
2. Further to the statutory requirements, the development of proposed school calendars shall:
 - include six district-wide/common non-instructional days and one year-end administrative day; and
 - take into consideration school calendars of other Metro Vancouver school districts for alignment purposes.
3. The superintendent is responsible for establishing daily school schedules consistent with legislative requirements and operational needs. In establishing daily school schedules, the superintendent shall consider relevant input provided during the school calendar consultation process and shall ensure that daily school schedules include sufficient minutes of instructional time to meet the prescribed minimum hours of instruction for each school year as set out in the School Calendar Regulation. Daily school schedules are to include daily school start and dismissal times along with the daily schedule for breaks from instructional time such as recess and lunch breaks. In alignment with statutory requirements regarding communication of approved school calendars, the daily schedules for schools for the coming school year shall be confirmed by the superintendent and communicated to families, staff, students and the school communities and the public no later than May 31.

Legal Reference: School Act, Division 2.1 – Calendars (Sections 85, 87.01, 87.02, 87.03)
 School Calendar Regulation (BC Reg. 314/12)
 School Act, Section 22 – Superintendent of Schools

Adopted: May 1989
Revised: September 1994; February 1996; January 1999; November 2005; September 24 2018;
 August 26, 2026