
PROCEDURE PR.526.SCO

TITLE: SCHOOL YEAR CALENDAR

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1.0 OBJECTIVE

To establish a procedure for determining the school year calendar for adoption by the Board and submission for approval to the Minister of Education and Training by 1 May of each year.

2.0 RESPONSIBILITY

2.1 Superintendent of School Operations

3.0 PROCEDURES

3.1 The Superintendent of School Operations will convene a meeting to review the Ministry requirements and timelines for determining a school year calendar, and will invite representation from each of the following groups:

- a) the Ottawa-Carleton Assembly of School Councils;
- b) the Ottawa-Carleton Student Presidents' Council;
- c) the Ottawa-Carleton Elementary School Administration Association;
- d) the Ottawa-Carleton Secondary School Administrators' Network;
- e) the Ottawa-Carleton Administrative & Support group;
- f) the Ottawa-Carleton Secondary School Teachers' Federation;
- g) the Ottawa-Carleton Elementary Teachers' Federation;
- h) the Ottawa-Carleton Elementary Vice-Principals' Association;
- i) the Community Council for Ethnocultural Equity;
- j) the Board Communications Office.

3.2 The representatives of each group will consult with their organizations and provide their advice at a subsequent meeting.

- 3.3 The Superintendent of School Operations will consult with the coterminous boards.
- 3.4 The Board will adopt a proposed school year calendar and submit it to the Minister of Education and Training for approval.
- 3.5 The approved school year calendar will be circulated to all Board schools and departments.

4.0 REFERENCE DOCUMENTS

The Education Act, Reg. 304
Board Policy P.037.SCO: School Year Calendar