



School District No. 46 (Sunshine Coast)

# Administrative Regulations

## EDUCATION

1260

### SCHOOL CALENDAR GUIDELINES

The following process must be followed when a school is intending to initiate any calendar change:

- A. B.C. Reg. 314/12 must be adhered to.
- B. Any recommended alterations to the School Calendar must be educationally sound (benefit all students).
- C. Any recommended alteration must take into account the impact on students, parents and staff.
- D. Any recommended alteration must take into account the calendar of surrounding schools (i.e. secondary school and elementary clusters / feeder schools).
- E. There must be no additional cost to the District (e.g. busing).

Requests to alter the existing school calendar must be filed by the Principal and given to the Superintendent with supporting documentation from staff and parents no later than **the last week of February**.

**Timeline:**

**First week of December** Principals must discuss possible changes to the school calendar with the Superintendent.

**Last week of February** Formal requests submitted to the Superintendent.

**First week of April** Requests with Superintendent's recommendation to the Board of School Trustees.

**Last week of April** Provide parents and employees with copies of the alteration to the school calendar.

**September** Implementation of new calendar.

**APPENDIX A:** Request for Alteration of School Calendar

**APPENDIX B:** School Calendar Regulation

**Date adopted:** January 26, 2004

**Revised:**

**Reference:** B.C. Reg. 314/12, the School Calendar Regulation

**Supt. Signature:**