

 <p>Cree School Board ᐃᓗᓕ ᓄᓐᓂᓄᓐ Commission Scolaire Crie</p>	<h2>Administrative Policy and Procedures on School Calendars</h2>	
	<p><b>Department responsible:</b> General Administration  <b>Effective date:</b> July 1<sup>st</sup> 2006  <b>Approved by:</b> Director General</p>	
	<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>• Council of Commissioners / Policy Resolution 2006-018 and amended by Resolution 2011-02             <ul style="list-style-type: none"> <li>▪ Art. 17.11 f) and 17.13 a) iii) of the General By-law</li> </ul> </li> </ul>
	<p><u>Other Administrative Policies</u></p>	<ul style="list-style-type: none"> <li>• School Closing</li> <li>• Student Attendance</li> </ul>

**Articles in boxes identify the provisions already adopted by the Council of Commissioners in a Board Policy.**

### 1) General Provisions

[Purpose](#) 1.1. This Administrative Policy is intended to set the rules pertaining to the establishment of school calendars for all schools of the Cree School Board.

[Principle](#) 1.2. The Board is committed to ensure the quality of education namely by reinforcing appropriate use of pedagogical days and by giving latitude to each school to decide on certain elements of their school calendars to better suit their needs. The establishment of the school calendar shall always take into consideration the Local Education Plan.

[Days in the school calendar](#) 1.3. All school calendars consist of 200 school days divided as follows:

- a) at least 180 instructional days;
- b) up to a maximum of 20 pedagogical days.

The school calendars are composed of common regional dates and dates determined by each school as established in this Administrative Policy.

[School closure](#) 1.4. For events such as snow storm, flood or funerals where the school is closed, those days are not considered pedagogical days.

## 2) Preparation of the Calendars / Common Regional Dates

[Template / Ed. Services](#)

**2.1.** The Director of School Operations, in collaboration with the Director of Education Services, Human Resources and the Deputy Director General, prepares an electronic version of a school calendar template, with the common regional dates applicable to all school calendars. This template is sent to all schools by January 10<sup>th</sup> of each year.

[Common dates](#)

**2.2.** All schools follow a common regional starting and closing date, and a common regional Christmas holiday period as established each year by resolution of the Council of Commissioners.

[Statutory holidays](#)

**2.3.** The following dates are statutory holidays or holidays established by the law or collective agreements and cannot be changed or displaced unless otherwise provided:

- a) Labour Day  
*The first Monday of September*
- b) Thanksgiving  
*The second Monday of October*
- c) James Bay Day  
*November 11<sup>th</sup> (usually moved to be linked to the preceding or the following week-end)*
- d) Good Friday  
*The Friday preceding Easter*
- e) Easter Monday  
*The Monday following Easter*
- f) Victoria Day or Journée nationale des patriotes  
*The third Monday of May*
- g) Fête nationale des Québécois  
*June 24. If this falls on a Saturday, it is moved to the Friday before and if this date falls on a Sunday it is moved to the following Monday.*

[Summer holidays](#)

**2.4.** The starting and ending dates for the six (6) week summer holiday period for all schools is established by the Council of Commissioners.

[Regional Pedagogical days](#)

**2.5.** The Deputy Director General shall annually establish, by directive, the number of days that are to be reserved by the Board for regional professional development activities as well as the number of days that are to be set by schools as local pedagogical days.

[Collective agreement](#)

**2.6.** Once during the life of the Teacher's collective agreement, the Teacher's Union may request that a Friday and a Monday of the same weekend chosen by the Union appear as holidays on all school calendars for the school year following the request.

*Clause 8-3.02 of the Teachers' collective agreement*

### 3) Elements of the Calendar to be Determined by Each School

Template

**3.1.** The template prepared by the Director of School Operations-must be used by all schools to create their own school calendar by placing the following dates where deemed appropriate.

#### **A) Pedagogical Days**

Purpose

**3.2.** Pedagogical days are pedagogical resources and shall be planned in order for the teachers, school administrators and other pedagogical staff to primarily:

- a) carry out activities towards achieving the goals of the School Board and the school, and
- b) enhance their professional skills to better meet the challenges of their profession.

Conditions

**3.3.** The school must place its pedagogical days, taking into consideration the following elements:

*Half-day*

*Consultants*

- a) there must be at least two (2) pedagogical days before the school begins;
- b) half-pedagogical days may be placed. The school may choose to schedule a half-pedagogical day in the morning or afternoon and have the other half-day placed on another date, thus using one (1) full pedagogical day in this manner;
- c) because of travel and budget constraints, the Education Services consultants are more available on Tuesdays, Wednesdays and Thursdays.

Normal work hours

**3.4.** Pedagogical days take place during normal work hours. In special circumstances, the Principal may, after consultation with the School Council, authorize a different starting and finishing time of a scheduled pedagogical day.

*Duration*

All pedagogical days are of a duration of 6.4 hours.

Activities with Ed. Services

**3.5.** When a school requires services from Education Services for its pedagogical days, the school shall make the required arrangements with the various departments of Education Services. These services (workshops, visits by pedagogical consultants, etc.) can only be provided within the allocated resources (human and budgetary) of each department.

#### **B) Spring Cultural Break**

Cultural break

**3.6.** For Spring cultural break, ten (10) consecutive days (including three week-ends) are placed out of which one block of five (5) days can be floating. This week must be identified as floating on the calendar (it is not considered pedagogical days).

*Consultation*

Upon recommendation by the School Committee, the school Principal may move this floating week. In this case, the school Principal must follow the same consultation process as established in section 4 below.

[Modification/  
notice](#)

**3.7.** When the floating week is moved and used according to article 3.6, the announcement of the decision must be done as soon as possible but at least 20 school days before the beginning of the said floating week.

## 4) Consultation and Approval

[Deadline](#)

**4.1.** All school Principals must submit their proposed school calendar to the Director of School Operations before February 15th.

[School](#)

**4.2.** The school Principal has the responsibility to place on the template, the dates identified in section 3 above, but only after consultation with:

[Consultation](#)

- a) the other school administrator(s);
- b) the school council (clause 4-2.07 of the teacher's collective agreement);
- c) the School Committee;
- d) Education Services, if resources are required as provided in article 3.5.

[Resolution /  
school  
committee](#)

**4.3.** The school calendar is submitted to the Director of School Operations with a School Committee resolution supporting the school calendar or, failing to get a resolution, a letter from the school Principal and the CEA explaining why such a resolution could not be obtained (with all appropriate documentation such as letters calling for School Committee meetings, minutes of meetings, etc.).

[Approval](#)

**4.4** After review by the Director of School Operations and Education Services, the calendars are submitted by the Director of School Operations to the Management Group of the Board and to the Council of Commissioners no later than March 31<sup>st</sup> for approval, with all the necessary corrections and adjustments, when required.

**Procedure 4A)**

The proposed calendar and the School Committee resolution must be faxed to the Director of School Operations no later than February 15<sup>th</sup>. A clear paper copy must also be sent by internal mail and by e-mail.

## 5) Modification of Calendars

**5.1.** A school may request a modification to its school calendars during the school year. Such modification must always be approved by the Council of Commissioners, except when the request is to change dates of scheduled pedagogical days. In such case, a maximum of 2 pedagogical days can, in exceptional circumstances, be moved by the school upon approval by the Director of School Operations and after consultation with the School Committee and the School Council. The school Principal may request such change to the Director of School Operations with a notice of at least ten (10) days.

## **6) Application of this Administrative Policy**

[Previous provisions](#)

**6.1.** The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners' Policies where applicable. If such Policies are adopted by the Council, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Official version](#)

**6.2.** The official version of this Administrative Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

**6.3.** The Director of School Operations is the person responsible for the application of this Administrative Policy.