

## **EDUCATION: PROGRAMS**

## **Policy 511.3-R (previously 601.3-R)**

### **Scheduled Staff Development Days (Non-Instructional Days)**

The Board authorizes the Superintendent of Schools to dismiss students for non-instructional days in accordance with the Regulations of the School Act and the requirements of the current school calendar relating to the minimum "in-session" requirements.

1. The date in September specified for school re-opening shall be considered a non-instructional day if the students are not in attendance. It is possible to have students in attendance for half this opening day, in which case the remainder would be considered half a non-instructional day.
2. One common date each year shall be set aside for all schools in the district. This date shall be chosen in consultation with the R.T.A. by September 30 of each year.
3. Those non-instructional days remaining to each school may be used as full days, half days, or a combination of both.
4. School Sports Day (to a maximum of one per year) shall not be considered a non-instructional day.
5. As per the Administrative Handbook, non-instructional days shall not include the time taken between semesters.
6. Each school is requested to forward to the office of Superintendent of Schools for approval, by September 30 and January 15, a calendar of the school's non-instructional days for the ensuing term. A brief outline of the programme for each non-instructional day should be included.
7. Each principal is required to notify all parents by newsletter in September and January, of the approved calendar of non-instructional days. In addition, he/she is required to remind parents by notice two weeks prior to each non-instructional day.
8. If during the school calendar, because of unforeseen circumstances, the principal and staff alter the dates of a non-instructional day previously approved by the office of the Superintendent of Schools, the principal should:
  - (a) submit a written request for alteration four weeks prior to the proposed date if possible,
  - (b) notify parents two weeks prior to the proposed day.