Rationale

A school calendar provides the framework for the general school year and allows for planning across the Diocese and communication to parents.

Policy

The principal will prepare an annual school calendar and complete the CISPG Instructional Hours Template in accordance with the BC Ministry of Education School Calendar Regulation and the Independent School Act (Educational Standards Order).

The school calendar will include:

- The number of days and dates in session
- The number and dates of instructional and non-instructional days
- Vacation periods and statutory holidays

The CISPG Instructional Hours Template will include:

- The number of hours of instruction offered to students in each grade
- Total days of instruction and non-instruction
- Total days in session

CISPG will meet or exceed the number of instructional hours prescribed for BC public schools:

- CISPG Elementary schools = 900 hours
- CISPG Grade 8 + = 952 hours

To ensure consistency, first and last days in session will remain the same throughout the Diocese or will match the local public district in which each school is located, with the approval of the Superintendent.

Principals will submit the school calendar to the CISPG Superintendent of Schools annually on the CISPG- approved template by May 31.

Definitions

“For the purposes of this section, "hours of instruction" means in respect of an independent school, an hour in which students of the independent school are in attendance and under supervision for the purpose of receiving instruction in an educational program, including work study and work experience programs, examinations or other learning activities provided by the authority, but does not include recesses, lunch periods and other scheduled breaks between classes; "school day" means a day scheduled as a day on which instruction is to be provided in an independent school.” (Educational Standards Order)

References: Educational Standards Order (Independent School Act, section 4 (1) (b) School Calendar Regulation (School Act)	***Date:*** August 2023 ***Revisions May 12, 2026***