

Curriculum & Instruction 8723 School Day Hours Adjustment	Administrative Application	
	Last Reviewed /Approved on:	April 8, 2026
	References:	The Education Act, 1995, Sec. 163 The Education Regulations, 2019, Part 6, 21-23 STF Statement of Policy and Bylaws, Sec. 3.3.1 Administrative Application 8720 – Organization of the School Day and School Year Policy 12 – Role of the Director
	Status:	Operational

Preamble

Requests for consideration of adjustment to the school day hours fall into two (2) general categories. These are:

1. Those requests within stipulations found in *The Education Act, 1995*.
2. Those requests outside stipulations found in *The Education Act, 1995*.

Administrative Application 8720 – Organization of the School Day and School Year set out general applications for the process that must be followed in both instances.

Application

1. **General Conditions for Proposals to Adjust the School Day**
A school that wishes to process an adjustment to the school day supported by 75% or more of the school staff that is within the guidelines of *The Education Act*, may request permission to process the proposal in accordance with *Administrative Application 8720 – Organization of the School Day and School Year*.
2. **Procedure for Proposals within Limitations of *The Education Act, 1995***
 - a. The proposal must be submitted to the school designated area superintendent by January 31st in the year before implementation.
 - b. Should approval to proceed with processing the proposal be granted, a final submission shall be submitted by April 15th in the same year.
 - c. Extended approval for the adjusted school day will be considered after the receipt of the final evaluation. The notification of approval of the school day adjustment will indicate the length of the initial approval and the expected date of the submission of the evaluation to the Board.

3. **Procedure for Proposals Exceeding Limitations of *The Education Act, 1995***

Proposals exceeding limitations of *The Education Act, 1995* must obtain preliminary Board approval in accordance with *Administrative Application 8720 - Organization of the School Day and School Year*, before they are forwarded for ministerial consideration.