

Curriculum & Instruction 8720 Organization of the School Day and School Year	Administrative Application	
	Last Reviewed /Approved on:	October 21, 2024
	References:	The Education Act, 1995, Sec. 163 to 167 The Education Regulations, E-0.2 REG, Part 6 Administrative Application 8723 – School Day Hours Adjustment Policy 12 – Role of the Director
	Status:	Operational

Preamble

Individual schools, in consultation with the Regina Catholic School Division (RCSD), shall plan and organize the school day and school year in compliance with *The Education Act, 1995* and *The Education Regulations, 2019*.

Application

1. All proposals for adjustments to the school day or school year shall adhere to provincial program and curricular requirements and shall provide for an adequate amount of student instructional time to fulfill those requirements.
2. All proposals for adjustments to school day or school year shall comply with relevant provincial legislation and shall be capable of fair application of provincial and local collective bargaining agreements.
3. All proposals for adjustments to the school day or school year shall take into account practical considerations involving the Ministry of Education.
4. Requests for proposals within limitations of *The Education Act, 1995*
 - a. Requests for permission to formally consider adjustments to the school day or school year *within* limitations of *The Act* are subject to Division approval. The following must be submitted to the superintendent responsible for that school by January 31 of the year before implementation:
 - i. A description of the proposal, including rationale and objectives.
 - ii. A timeline and description of the consultation process planned for considering the proposal, including an outline of plans for stakeholder input.
 - iii. Perceived educational benefits.
 - iv. Anticipated costs.

- b. Any approved adjustments to the school day/school year will be implemented first on a pilot basis, with a formal evaluation of the benefits/challenges completed during the first five months of the school year and be submitted to the Division by February 1 of the implementation year.
 - c. Extended approval will be considered after the receipt of the above evaluation.
5. Requests for proposals exceeding limitations of *The Education Act, 1995*

Proposals exceeding limitations of *The Education Act, 1995* must obtain preliminary Board approval before they are forwarded for ministerial consideration.

6. Requests for adjustments exceeding limitations of *The Act*
- a. Requests for permission to formally consider adjustments to the school day or school year exceeding limitations of *The Act* are subject to preliminary Board approval and must proceed in accordance with Ministry of Education requirements and administrative applications. Such requests shall include:
 - i. A detailed description of the proposal including stated rationale and objectives.
 - ii. A detailed description of the consultation process planned for considering the proposal, including an outline of planned opportunities for stakeholder input.
 - iii. An indication of perceived educational benefits.
 - iv. An indication of anticipated costs.
 - b. Requests for permission to proceed with adjustments to the school day or school year arising from regulation 5(a) are subject to preliminary Board approval and must proceed in accordance Ministry of Education requirements and administrative applications. Such requests shall include:
 - i. A detailed description of the proposal including stated rationale and objectives.
 - ii. Evidence of substantial support for the proposal arising from consultation within the school division.
 - iii. A detailed description of the school division's consultation process with parents, students, staff, business owners, and residents within the school division and with other affected school divisions.
 - iv. A detailed proposed calendar and school day with the respect to the number of school days, length of school day, number of instructional hours, vacation periods and holidays, and lunch and recess periods.

- v. Evidence of a written agreement between the parties to a collective agreement to any formal changes in terms of that agreement that are necessitated by the proposal.
 - vi. A plan to evaluate the alternative school day or school year.
 - vii. Reported outcomes of the consultation process approved in Regulation 5(a), including stakeholder input.
 - viii. Educational impact analysis.
 - ix. Cost analysis.
- c. Requests to continue with adjustments to the school day or school year *exceeding* limitations of *The Act* are subject to Board approval and must proceed in accordance with Ministry of Education requirements and administrative applications pursuant to this policy.