

<p><b>Curriculum &amp; Instruction 8721</b></p> <hr/> <p>Calendar Development - Schools</p>	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	August 20, 2019
	<b>References:</b>	Ministry of Education: Guidelines for Considering Changes to School Year/School Day – Sept. 2012 The Education Amendment Act 2012- Repeal of Sections 163-167 Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

In developing a school calendar which addresses student learning and regulations set by the Ministry of Education, the Regina Catholic School Division (RCSD) solicits input from school staff, parents, students, senior administration, and the Board.

### Application

1. School calendars should be published as early as possible in the school year. Should changes be necessary after the publication of the calendar, a minimum of one month's notice before a change occurs should be given to the parent community.
2. There will be no reduction of instructional time for regularly scheduled staff meetings.
3. One (1) additional day per year will be used for a faith-based staff retreat day approved by the superintendent responsible for that school. The faith retreat day must be scheduled not less than six (6) weeks in advance of the date chosen.
4. The need for division-wide institute days will be determined annually.
5. Associate schools and their respective high schools, in consultation with the Communications and Media Coordinator, must collaborate in the development of their individual calendars. In particular, major events involving parents at high schools and their associate schools should not conflict.
6. Calendar and general organization of the school day should assist in maximizing learners' time on task. To assure time on task, schools may use strategies such as warning bells, governed use of the intercom, efficient student management procedures, innovative scheduling practices that enhance instructional time, and bell work.
7. **Elementary Schools**
  - a. The calendar will include six (6) division-designated teacher professional development days (including staff meetings, preparation time, and professional development). Three (3) of the six (6) teacher professional development days shall be designated teacher preparation time.
  - b. Schools may use the equivalent of one (1) school day per year for parent-student-teacher conferences. This is considered an instructional day.

**8. High Schools**

- a. There are ten (10) course-finalization days in the school year, with five (5) per semester. Course-finalization days are instructional days. The day cannot be compacted and attendance is mandatory. The plans for these days are subject to superintendent approval.
- b. Schools may use the equivalent of one (1) school day per semester for parent-student-teacher conferences. These are considered instructional days.
- c. There are two (2) turnaround days per year (one per semester).