



# Regina Roman Catholic Separate School Division # 81

<b>Curriculum &amp; Instruction 8721</b> <hr/> <b>Calendar Development in Elementary Schools</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<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 ER-2 Treatment of Staff and Volunteers
	<b>Status:</b>	Operational

## Preamble

The Regina Catholic School Division develops a school calendar which addresses student learning and teaching parameters. The regulations set out by the Ministry must be followed. Input is solicited from the Board, senior administrators, staff, parents and students.

## 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 should be given to the parent community.
2. There will be no reduction of instructional time for regularly scheduled staff meetings.
3. One additional day per year will be used for a faith-based staff retreat day approved by the senior administrator. The faith retreat day must be scheduled not less than six weeks in advance of the date chosen.
4. There will be six division-designated teacher professional development days (including staff meetings, preparation time, and professional development). The equivalent of three school days of the six teacher professional development days shall be designated teacher preparation time.
5. Schools may use the equivalent of one school day per year for parent-student-teacher conferences. This is considered an instructional day.
6. The need for division wide institute days will be determined annually.
7. Associate schools are asked to collaborate with their high school and the communications officer regarding the Division calendar in the development of their individual calendars whenever possible. Care should be taken to ensure that major events involving parents are not scheduled at the same time as high school major events.
8. Calendar and general organization of the school day should assist in maximizing pupil time on task. Schools may use:
  - a. Warning bells
  - b. Governed use of the intercom
  - c. School and classroom time-efficient pupil management procedures
  - d. Innovative scheduling practices that enhance instructional time
  - e. Bell work