



Regina Roman Catholic Separate School Division # 81

Curriculum & Instruction 8722 Calendar Development in High Schools	Administrative Application	
	Effective:	January 27, 2015
	References:	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
	Status:	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. Course-finalization days; there are ten days, five 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.
5. Schools may use the equivalent of one school day per semester for parent-student-teacher conferences. These are considered instructional days.
6. There are two turnaround days per year (one per semester).
7. The need for division-wide institute days will be determined annually.
8. High schools are asked to collaborate with associate schools 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 major elementary school events.
9. 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