



# Regina Roman Catholic Separate School Division # 81

<b>Curriculum &amp; Instruction</b> <b>8723</b> <b>School Day Hours</b> <b>Adjustment</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	The Education Act, 1995, Sec. 163 to 167 Guidelines for Considering Changes to the School Year/ School Day, Sept. 2006 STF Statement of Policy and Bylaws, Sec. 3.3.1 ER General Executive Constraint
	<b>Status:</b>	Operational

## Preamble

Requests for consideration of adjustment to the school day hours fall into two 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 31<sup>st</sup> in the year before implementation.
  - b. Should approval to proceed with processing the proposal be granted, a final submission shall be submitted by April 15<sup>th</sup>, 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.