

SCHOOL WEEK

Background

Schools in the District shall operate on a Standard Provincial School Calendar as set out in the School Act and School Calendar Regulation. Schools shall be in session the required minimum number of hours of instruction per day as set in the School Calendar Regulation.

Principals may apply to the Supervisor to operate on a “Modified Week Schedule” with the proviso that two (2) hours shall be the greatest allowable amount of time modification per week and that any change is supported by consideration of educational rationale. Except where schools are given special permission, elementary schools will not start instruction before 08:30 hours or continue after 15:30 hours. Secondary schools will not start instruction before 08:00 hours or continue after 17:00 hours.

Procedures

1. Elementary Schools: Duration of the School Week
 - 1.1. Each elementary school must offer not fewer than 23 hours 45 minutes of instruction in any calendar week calculated at 4.75 hours per day. Recess, lunch and scheduled breaks between classes do not account toward instructional time.
 - 1.2. Kindergarten classes shall be in session not fewer than 446.4 hours per school year calculated at 2.4 hours per day.
 - 1.2.1. To provide greater flexibility to schools, the hours of instruction for Kindergarten are specified for the course of the school year, rather than hours of instruction each school week. This will accommodate schools where the daily Kindergarten schedule may switch between morning hours and afternoon hours within the school year.
 - 1.2.2. A school may provide fewer hours of instruction to students entering Kindergarten for the first five days of the school year (half day Kindergarten) and the first 10 days of school (full day Kindergarten).
2. Secondary Schools: Duration of the School Week
 - 2.1. Each secondary school must offer not fewer than 25 hours and 45 minutes of instruction in any calendar week calculated at 5.15 hours per day. Recess, lunch and scheduled breaks between classes do not account toward instructional time.
3. All Schools
 - 3.1. Recess, Lunch Periods, Scheduled Breaks
The District has the authority to determine the time and duration of the recesses and lunch intermissions, and other scheduled breaks at all schools.

4. Application Process for Modified Week

- 4.1. The Principal must discuss with the Supervisor the application proposal for a Modified Week Schedule. The discussion will include a review of the educational rationale for any proposed schedule change.
- 4.2. The Principal will prepare a written application for approval by the Supervisor, which must be endorsed by the school and community as per the procedures below and submitted according to the published timeline.

5. School Application

- 5.1. The Principal will prepare a written application which will include:
 - 5.1.1. Statement of purpose
 - 5.1.2. Discussion of any impact of the schedule change to employee groups, students and families
 - 5.1.3. Consideration of the educational rationale for the proposed change
- 5.2. The Principal will prepare an outline of the proposed Modified Week Schedule which will adhere to legislative requirements for the Standard Provincial School Calendar as established by the School Calendar Regulation. A school calendar template will be completed showing consideration for planned non-instructional time, and any additional modifications required to accommodate the Modified Week Schedule within the Standard Provincial Calendar (template attached). Note: Modified Week Schedules may not be used to develop Local School Calendars.
- 5.3. The application will be presented at a formal meeting of school staff.
- 5.4. The application will be presented to parents and endorsed through the following process.

6. Endorsement of Proposal

- 6.1. The proposal must be supported by the school staff, the administration and a majority of the parents of the school who vote*.
 - 6.1.1. A meeting of parents will be held for the purpose of presenting and discussing the Modified Week Schedule proposal.
 - 6.1.2. At least thirty days notice of the meeting shall be provided to parents through distribution of notices to students enrolled in the school.
 - 6.1.3. Under the direction of the Principal, the school will accommodate a ballot and voting process. This process will be developed and supervised in conjunction with PAC Executive. It must include an agreed upon "Electors List" of parents eligible to vote, and a strict monitoring system for distributing and accounting for returned ballots.
 - 6.1.4. Each child enrolled in the school shall generate one ballot to be returned by the child's parent.
 - 6.1.5. Translation services will be provided; written and verbal translation as required.

*At least 75% of the distributed ballots shall be returned for counting.

At least 67% of the total number of ballots returned by the parents are in favour of the proposed change.

- 6.2. The number of ballots cast and the number voting in support of and against the proposal shall be included in the application to the Supervisor.

7. Timeline

7.1. September – February

7.1.1. Discussions between Principal and Supervisor

7.1.2. School Process – school/ community consultation and parent voting

7.2. March

7.2.1. Applications reviewed by Supervisor

7.3. April

7.3.1. Decision communicated to school community. Modified School Week Schedule effective for forthcoming school year.

7.4. May

7.4.1. Annual School Calendar published for parents by May 31

8. Once established the Modified Week Schedule is in effect until such time as a request is made to either:

8.1. Return to the Standard Provincial minimum number of hours of instruction per day; or,

8.2. Develop a new Modified Week Schedule.

9. Any change or revision to an approved Modified Week Schedule requires completion of the application and endorsement process as per this Administrative Procedure.

Reference: Sections 8, 22, 23, 65, 85, 87.01, 87.02, 87.03, 168.02, 175 School Act
School Calendar Regulation 033/2018
Ministerial Order M194/08
Collective Agreement

Adopted: April 2, 1990

Revised: September 1994; February 2, 1996; January 1999; November 2005; September 24, 2018