



## **ADMINISTRATIVE PROCEDURE: School Timetable Changes**

REFERENCE NO: AP-AD-26

---

### **Process to Be Followed**

When considering a significant change in a school's timetable format (for example, moving between a semester or non-semester format, or moving to a Balanced School schedule or a day with changed recess and lunch provisions), a Principal shall:

1. As part of the school improvement process, initiate a discussion of the potential timetable change with your School Superintendent.
2. Develop, an implementation plan for any proposed change, including:
  - consultation process
  - timelines for activities
  - resource procurement and allocation
  - communications
  - staff development
  - potential cost associated (i.e. crossing guards, textbooks)
  - community partner notification for input (i.e. Municipality re: crossing guards)
  - potential staffing implications for teaching and non-teaching staff.
3. Review the proposed process with the School Superintendent for input prior to initiating it in the school community.
4. Submit your plan to the School Superintendent for input and approval prior to implementation.
5. The School Superintendent will share intention and process with area Trustee(s).
6. Develop a short information handout which adequately describes the timetable formats which currently exist and those which might be adopted.
7. Consult with parents, students and staff with respect to proposed change.
8. For a secondary school, share the information with the principals of feeder elementary schools to seek their input and the input of their School Councils.
9. A report will be compiled by the Principal and presented to Director's Council.

10. The final decision is with Director's Council.

**Additional Considerations**

A major timetable change may be considered only once every four years. In extraordinary circumstances, exemptions to the four year rule can be approved by Director's Council.

April 1<sup>st</sup> is the approval deadline for schools wishing to implement timetable changes for September of the following school year.

**IMPORTANT NOTE:**

If any timetable change will result in a change in bell times, either at the start or dismissal of school, or impact on student transportation, the procedures in Administrative Procedure BA-AP-24 - Change of School Start and Dismissal Times (Bell Times) must be followed prior to any discussion of a new timetable.