

## Administrative Procedure 130

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### HOURS OF OPERATION/SCHOOL YEAR/SCHOOL DAY

#### Background

Annually, the Director is required to recommend for Board approval a school year calendar. The recommended calendar must: comply with the guidelines established by the Minister of Education, the requirements of *The Education Act, 1995*, and any direction provided by the Board.

#### Procedures

1. School Year
  - 1.1 The Division will strive to provide for a balance between maximizing the number of pupil-teacher contact days and the provision of appropriate staff development. In doing so the number of non-student days will not exceed 16.
  - 1.2 The proposed calendar shall be recommended to the Board prior to April 1.
  - 1.3 A committee may be appointed by the Director to assist in the development of the proposed calendar.
  - 1.4 Consultations with other area school divisions is encouraged.
  - 1.5 On or before the first day of May in each year employees, parents and students shall be notified regarding the approved calendar for the upcoming year.
  
2. School Day
  - 2.1 The principal, in consultation with their superintendent shall determine the starting time, breaks and recesses, lunch hour, and dismissal of his or her assigned school.
    - 2.1.1 The school day shall be structured to incorporate 315 minutes of instructional time and the required breaks as per The Education Regulations.
    - 2.1.2 When there is a change to start or end times of the school day, the principal shall consult with the transportation department.
    - 2.1.3 No later than May 31, the principal shall confirm their school day structure for the upcoming school year to their Superintendent of Schools.
  - 2.2 Parental and transportation concerns are to be considered.
  - 2.3 Normally, kindergarten students are to attend the minimum of an equivalent of ninety school days.
  - 2.4 PreKindergarten students attend 12 to 15 hours per week which includes family engagement time. The start and end dates for PreKindergarten coincide with the regular school calendar.
  
3. School Opening and Closing
  - 3.1 Principals, in consultation with their superintendent, may dismiss school at any time before the usual dismissal time where the health, safety, or well-being of students or staff is threatened. Refer to AP 551 – Bus Cancellations: Cold or Extreme Weather Conditions.
  - 3.2 Schools will remain open – regardless of inclement weather or bus cancellations – unless closed for cause by the Director of Education. Staff members are expected to report to their scheduled work site unless an appropriate leave request has been approved.

Reference: Sections 87, 109, 163, 164, 165, 166, 167, *The Education Act, 1995*  
 Revised: December 15, 2014; November 22, 2024