



AP 130 – SCHOOL HOURS

BACKGROUND

School hours are generally regulated by the provisions of *The Education Act*

PROCEDURES

1. Hours of Operation

- 1.1. All classes in schools shall be conducted within the hours of 8:30 a.m. and 3:30 p.m. of every school day.
- 1.2. Students will be dismissed in elementary schools for up to 15.5 days and secondary schools for up to 14.5 days for the purpose of teacher preparation, professional development, and school operational days.
- 1.3. A Principal may dismiss school for up to one hour of instruction time each month for the purpose of holding weekly staff meetings. Such meetings are to occur on Thursday afternoons. Staff meeting time is included with the 15.5 days and 14.5 days referred to in 1.2.
- 1.4. The Director may approve the dismissal of students for any or all classes in addition to the 15.5 days (elementary) and 14.5 days (secondary).
- 1.5. In an emergency where the health, welfare or safety of the pupils may be involved, the Principal may dismiss school before the usual dismissal time. If time permits, prior approval from the respective Superintendent of Education should be sought.

2. Adjustments in School Hours

- 2.1. The Director may alter or shorten the day by not more than thirty minutes of the times identified in 1.1 where deemed necessary.
- 2.2. When the Principal deems a change in school hours necessary, he/she shall make a request to the respective Superintendent of Education giving the reasons for the change.
- 2.3. When considering adjustments to a school's hours of operation the Principal shall consult with:
 - a) Staff, students and parents
 - b) The school community council
 - c) Manager of transportation



- 2.4. When a change in school hours has been approved, the Principal shall advise:
 - a) Staff, students and parents
 - b) The school community council
 - c) Manager of transportation
- 2.5. Unless otherwise authorized, any adjustments in a school's operation hours will be implemented at the beginning of a school year.
- 2.6. When the Principal deems an adjustment to recess he/she shall make a request to the respective Superintendent of Education.

Reference: Section 164, Education Act
Date Last Revised: March, 2010