



## Administrative Procedures

<b>AP-405</b>  HOURS OF OPERATION	<b>Date of implementation:</b> Fall 2006 <b>Date of update:</b> Fall 2019
	<b>Related Administrative Procedures:</b> <a href="#">AP-805 Bus Service Cancellation Due to Inclement Weather</a>

**Purpose:** To determine the school year and hours of operation for schools in the Division within 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
  - a) The Director of Education, through consultation with appropriate stakeholders, establishes a recommended school calendar for presentation to the Board.
  - b) Consultations with other area school divisions is encouraged.
  - c) The approved calendar is to be published in local newspapers, school newsletters, and on the Division website.
- 2) School Day
  - a) The Principal, in consultation with the Director of Education or designate, is to determine the starting time, breaks and recesses, lunch hour and dismissal of their assigned school.
  - b) Parental and transportation concerns are to be considered.
  - c) Normally, Kindergarten students are to attend a minimum of ninety (90) school days of five (5) hours each.
  - d) Pre-Kindergarten students attend twelve to fifteen (12-15) hours per week, which includes family engagement time. The start and end dates for Pre-Kindergarten coincide with the regular school year calendar.
- 3) School Opening and Closing
  - a) Principals, in consultation with their Learning Superintendent and confirmed by the Director of Education, may dismiss school at any time before the usual dismissal time where the health, safety or welfare of students or staff is threatened (see AP-805 Bus Service Cancellation Due to Inclement Weather).

- b) 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 the scheduled work site unless an appropriate leave request has been approved.

*References: Sections 87, 109, 164, 165, 166 and 167, [The Education Act, 1995](#)*