

Administrative Procedures

<p>AP-405</p> <p>HOURS OF OPERATION</p>	<p>Date of implementation: Fall 2006</p> <p>Date of review: February 7, 2024</p>
	<p>Related Administrative Procedures:</p> <p>AP-805 Bus Service Cancellation Due to Inclement Weather</p>

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*, *The Education Regulations, 2019*, and any direction provided by the Board.

Procedures:

1) School Year

- a) The Director of Education or designate, 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 on the Division website.

2) School Day

- a) A school day shall consist of not less than five (5) hours of instructional time, non-instructional time, or a combination of instructional time and non-instructional time.
- b) The Principal, in consultation with the Director of Education or designate, is to ensure the starting time, breaks and recesses, lunch hour and dismissal of their assigned school are in alignment with provincial legislation and regulations, and school division policies and procedures.
- c) Parental and transportation concerns are to be considered when determining a school's bell times.
- d) Grades 1-12 students are to be provided a minimum of 950 hours of instruction in a school year, while Kindergarten students are to be provided a minimum of 475 hours of instruction in a school year.
- e) Pre-Kindergarten students attend a minimum of twelve (12) hours per week. The start and end dates for Pre-Kindergarten will 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](#)

Sections 21 and 22, [The Education Regulations, 2019](#)