



Background

The Principal, in consultation with staff and School Council is responsible for determining the hours of operation of the School. Alberta Education requirements, the needs of students, transportation and other pertinent variables will guide the decisions of the Principal. The Principal will communicate to parents and staff in a timely fashion any changes in opening and closing times, noon break or recess times, which may occur from year to year.

Procedures

1. The Principal shall submit a schedule of proposed times for the school day to the Superintendent no later than May 1 for the succeeding school year. The schedule will note the daily opening and closing times, noon break, and recesses or other breaks between classes. The schedule must demonstrate that the campuses meet or exceed the minimum instructional hours established by Alberta Education as specified in the Guide to Education.
2. The Principal will verify to the Superintendent that the campuses also meet the Daily Physical Activity (DPA) requirements in the Guide to Education.
3. The Principal will inform Alberta Education of the School Day and instructional hours for the upcoming school year by submitting the *Operating Year Schedule* due May 31 to PASI.
4. All days on which students are in attendance at school are to be full days.

Reference:

Education Act s. 27, 52, 53, 54, 60, 197, 205
Guide to Education ECS to Grade 12