



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS

TITLE: HOURS OF OPERATION

CODE: 5031 School Hours

Reference Matrix	
Education Act (1995)	Sections 85, 163 – 168
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Reviewed	December 7, 2015

Background:

The length of the school day shall be in accordance with legislation and provincial regulations pursuant to this procedure.

Students must attend 950 instructional hours each school year and students are not allowed back in school until after the Labour Day weekend.

The Ministry will allow for the school year to start prior to Labour Day in exceptional years when Labour Day falls after September 5th. The start date is for students, staff may return to work earlier as determined by the School Division.

In those exceptional years the Minister will set the first instructional day which may be prior to Labour Day.

Procedures:

1. Normal School Hours

- 1.1. With flexibility to accommodate local needs, educational program in schools shall generally be conducted between 8:45 a.m. and 3:30 p.m. of each school day.

1.2. When the Principal considers a change in school hours necessary, he/she shall make a request to the Director of Education or designate giving the reasons for the change.

2. Length of School Day

2.1. Subject to Procedure 1.1, normally the school day shall provide no less than 310 instructional minutes per day with two fifteen minute recess breaks (or several smaller breaks equaling the two fifteen minute breaks) and noon a minimum of a 45 minute break as additional time within the school day.

3. Director's Responsibility

3.1. The Director of Education or designate shall have authority to approve the dismissal of any or all classes before the usual dismissal time to facilitate the administration of examinations and/or the holding of in-service meetings. Furthermore, if on occasion other circumstances may justify early dismissal of students, the Director shall have power to take the action deemed necessary.

4. Principal's Responsibility

4.1. In an emergency where the health, welfare or safety of the students, the Principal may dismiss school before the usual dismissal time and shall immediately notify the Superintendent of School Operations.

4.2. In the instance of an emergency closure, the Principal shall make the appropriate arrangement for the students.