

# North East School Division - Administrative Procedure

<b>AP 405: Hours of Operation</b>	<b>References:</b>	<b>Tracking:</b> Policy maintenance – August 2023
	<b>Related:</b>	<b>Status:</b> Approved

## HOURS OF OPERATION

The Board of Education, within guidelines established by the Minister of Education Learning, and requirements of *The Education Act, 1995* determines the school year and hours of operation for schools.

### PROCEDURES

#### 1. *School Year*

- a. The Director of Education, through consultation with appropriate stakeholders, establishes a recommended school calendar for presentation to the Board of Education.
- b. The approved calendar is to be published in school newsletters, and on the school division web site. School Opening information is to be communicated on school websites and other available methods of communication.

#### 2. *School Day*

- a. The principal, in consultation with their Superintendent of Learning, is to determine the starting time, breaks and recesses, lunch hour, and dismissal of his or her assigned school.
- b. Parental and transportation concerns are to be considered.
- c. Normally, Kindergarten students are to attend a minimum of ninety-two school days of five hours each.
- d. Prekindergarten students attend 12 to 15 hours per week, including family engagement time. Start and end dates for Prekindergarten are determined in consultation with Superintendent of Learning and the Early Years Coordinator. These dates are reviewed annually.

#### 3. *School Opening and Closing*

- a. Schools will remain open unless closed for cause by the Director of Education. Staff members are expected to report to their scheduled work site unless an appropriate leave request has been approved. Refer to NESD Principal's Handbook: Adverse Weather Staff Protocol.
- b. Principals, in consultation with their Superintendent of Learning and/or Director of Education, may dismiss school at any time before the usual dismissal time where the health, safety, or well-being of students or staff is threatened. Refer to AP 805 – Severe Weather and Student Transportation.