

SCHOOL DAY

Background

School Principals will develop the organization of the school day to meet the requirements for instructional time as set out in the Guide to Education.

Definitions

Instructional days – days schools are open and students are receiving instruction.

Operational days – days administrators, teachers and other staff are required to be present and performing duties and students are not in attendance.

Procedures

1. The school day for instructional purposes shall be established within the following times:
 - 1.1 Warning Bell: No earlier than 8:50 a.m.
 - 1.2 Regular Class Start Times: No earlier than 8:55 a.m.
 - 1.3 School Dismissal: No later than 3:30 p.m.
2. In addition to the above, there shall be provisions made for Grade 1-9 students to access daily physical activity.
3. A teacher shall arrive at school a reasonable period of time before school opening for the morning session and the afternoon session; and following the afternoon session, shall remain on the premises as long as students under the teacher's charge are present or until the teacher is relieved by a responsible person who has been approved by the Board or the Principal.
4. The Superintendent may receive applications from schools or the Transportation Services Manager to vary the school start or stop time in the event the school wishes to start prior to or stop after the times set out in this Administrative Procedure.
 - 4.1 The Superintendent may approve or deny such applications taking into account the impact the proposed variations would have on transportation and other schools in that area.

Adopted/Revised: JUN 2016/NOV 2019/MAR 2026

Reference: *Education Act* s. 52, 53, 60, 196, 197
Employment Standards Code s. 16, 17, 21
ATA Collective Agreement
CUPE Local 4839 Bus Drivers Collective Agreement

CUPE Local 4839 Support Staff Collective Agreement
Guide to Education ECS to Grade 12
Board Policy 2 – Role of the Board
Board Policy 11 – Board Delegation of Authority
Board Policy 12 – Role of the Superintendent
Board Policy 17 – School Transportation Services
Administrative Procedure 130 - School Year Instructional Calendar
Administrative Procedure 164 – Wellness
Administrative Procedure 430 – Role of Principals
Administrative Procedure 561 – School Bus Schedules