

Administrative Procedure 101 SCHOOL DAY

Scheduled instructional times in all schools in the Division must meet the requirements specified by Alberta Education.

Procedures

1. The Principal shall be responsible to organize the school's daily schedule to ensure that opportunities for teaching and learning are maximized.
2. The Principal, in consultation with the Superintendent, may adjust operational school times to accommodate staff meetings, in-service sessions, co-curricular and extracurricular activities, and emergency situations.
3. The Principal shall ensure that students, parents and the public are made aware of the school time periods and the planned exceptions to the regular operating day.
4. The Principal shall be responsible to develop procedures for informing students, parents and members of the public when operational times are affected due to emergency situations.
5. Regular school hours shall be determined by the Principal in consultation with the Superintendent. School based staff is expected to be available to students and parents during these times.
6. Teachers will adhere to the daily instructional requirements in their timetables.

Reviewed/Revised: November 2012, March 2014 April 2020