

	<b>Administrative Procedure</b>	
	Subject	Hours of Operation/School Year/School Day
	AP Code	130

## Background

The School, within guidelines established by the Minister of Education, and requirements of The Education Act, 1995, determines the school year and hours of operation.

## Procedures

### 1. School Year

- 1.1. The school director establishes a recommended school calendar for presentation to the Board. The school calendar must meet all requirements set out by the Ministry of Education.
- 1.2. The approved calendar is to be published for the information of parents and pupils on the school website, and in school newsletters.

### 2. School Day

- 2.1. The principal, in consultation with the school director, is to determine the starting time, breaks and recesses, lunch hour, and dismissal of the school.
- 2.2. Parental and transportation concerns are to be considered.
- 2.3. Normally, kindergarten students are to attend the minimum of an equivalent of ninety school days.

### 3. School Opening and Closing

- 3.1. The principal, in consultation with the school director, 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 Administrative Procedure 553 – Closure, Severe Weather, and Student Transportation.

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**Legal References**

The Education Act (1995) – Section(s) 87, 163, 164, 165, 166, 167  
The Registered Independent Schools Regulations – Section 25

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**Date Adopted**

October 31, 2023

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**Revised**

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