

## **SCHOOL YEAR/SCHOOL DAY/SCHOOL OPENING & CLOSING**

### **Background**

Prairie South School Division, within guidelines established by the Minister of Education, and requirements of *The Education Act, 1995* determines the school year and hours of operation for schools.

### **Procedures**

#### **1. School Year**

- 1.1 The Director of Education, through consultation with appropriate stakeholders, establishes a recommended school calendar for presentation to the Board of Education.
- 1.2 The approved calendar is to be published for the information of parents and pupils on the school division website, and in school newsletters.
- 1.3 If communities have interest in offering an alternative school year/school day, School Community Councils must follow *Appendix A: Guidelines for Considering Changes to the School Year/School Day*.

#### **2. School Day**

- 2.1 The principal, in consultation with the Superintendent of Operations, is to determine the starting time, breaks and recesses, lunch hour, and dismissal of his or her assigned school.
- 2.2 Parental and transportation concerns are to be considered.
- 2.3 Normally, kindergarten students are to attend the minimum of 425 instructional hours.

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

- 3.1 Principals, in consultation with the 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 *Administrative Procedure 553 – Closure, Severe Weather and Student Transportation*.
- 3.2 For the safety of all students, schools will remain open, regardless of inclement weather or bus cancellations, unless closed for just 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.

Reference: Sections 87, 109, 163, 164, 165, 166, 167, Education Act

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