

# School Hours of Operation



EDMONTON CATHOLIC SCHOOLS

---

## Administrative Regulation 115.2

---

1. The principal shall submit the school's proposed hours of operation to School Operations Services by March 31 of each year.
2. The school calendar must be in accordance with the following principles.
  - a. The hours of operation will comply with the District School Year Calendar Regulation.
  - b. Staff will be involved in developing the school's proposed hours of operation.
  - c. The school council must be consulted.
  - d. Schools will offer the following minimum number of hours of instruction:

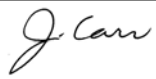
Kindergarten	475 hours	Junior High	950 hours
Elementary	950 hours	Senior High	1000 hours
  - e. Adequate non-instructional time must be provided to assemble prior to beginning formal instruction in the morning and again at noon. Adequate non-instructional time must be provided for students and teachers to change classes.
  - f. A lunch break must be offered to all students and staff.
  - g. Elementary students will be provided with a reasonable morning and afternoon recess each day unless there is an early dismissal, in which case there need be only a morning recess.
  - h. Schools may change from the standard 5-day week to some other organization of instructional time, or from some other organization of instructional time to the standard 5-day week. The change requires the approval of School Operations Services.

Schools that wish to organize their instruction into a 4 ½ Day Week will:

- present the educational rationale to the staff and determine staff agreement
  - ensure that all parents are given 10 days written notice of the date and time at which this organizational structure would be considered by the school council.
  - present the educational rationale to school council and obtain formal school council support at a regular school council meeting (motion).
- i. Schools may organize their instruction into a 4 ½ Day Week subject to approval by School Operations Services, and only after a school survey is conducted. The print survey will be sent to all parents.
  - ii. Survey results from parents should reflect input from as many parents as possible. If 2/3 of the parents who answer the survey are in favour of a 4 ½ day week, and all other relevant input is taken into consideration, then the principal would apply to School Operations Services for review and approval.



- iii. The 4 ½ Day Week will be reviewed in the first year by staff and parents as follows:
    - Degree of staff agreement will be determined.
    - The School Council will obtain support at a regular school council meeting (motion).
    - A print survey (to all parents) will be conducted (as per 2 h ii). A simple majority of respondents is required to continue the 4 ½ Day
  - iv. Extra busing costs incurred to accommodate the change in organization of instructional time will be the responsibility of the school.
  - v. The collective agreements of the ATA, ECSSA, and AUPE will be respected.
  - vi. Principals will consult with other schools so as to minimize the effects of professional development day schedules on individual families.
3. The principal is responsible for communicating to their school community the details of the hours of operation in the school.
  4. Schools that have organized their hours of instruction into a 4½ day week will change their hours of operation prior to the Christmas vacation and Spring Break, to dismiss early on Friday prior to these major breaks. There shall be no reduction in the hours of operation during these two weeks.
  5. Schools shall not make any other changes to their hours of operation.
  6. Principals must inform School Operations Services of school-based professional development days. (Fax 425-7429)
  7. Schools planning to cancel an instructional day for a professional development day shall send a *Notice of Cancellation of Operational Days* form to the Transportation Office at least 3 weeks prior to the date of the cancellation.

Reference: School Act Section 39(1.c),56,97	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 105	Date(s) Revised: June 13, 2000, November 22, 2001 June 12, 2002, December 15, 2004 March 15, 2005, April 4, 2007; August 19, 2009