

Administrative Procedure 131

SCHOOL DAY

Background

Principals, in consultation with their staff and community stakeholders, are responsible for determining the hours of operation of their schools. Alberta Education requirements, the needs of students, transportation interconnections and other pertinent variables are to guide the decisions of school leaders in this regard.

Procedures

1. The Principal will submit a schedule of proposed times to the Superintendent or designate by May 15 for the succeeding school year. This schedule is to indicate that Alberta Education's minimum time requirements are met or exceeded and is in compliance with the requirements as specified in the Guide to Education (refer to Appendix).
2. Staff Meeting/ Professional Development (PD), Early Dismissal Days
 - 2.1 Each school year, the Superintendent will determine if Staff Meeting/ Professional Development Days and/or early dismissal days will be provided in the upcoming school year.
 - 2.2 The purpose of Staff Meeting/ Professional Developments Days is to provide one designated day per month in the school calendar year for professional learning and staff meetings. These days will have time allotted for:
 - 2.2.1 Staff Meeting/ School-Based PD- 2 hours
 - 2.2.2 Division PD- 2 hours
 - 2.2.3 ATA self-directed PD- 2 hours
 - 2.2.4 Times may be flexible depending on circumstances and must be approved by the Superintendent or designate.
 - 2.3 The purpose of early dismissal is to allow the entire school staff to have an opportunity to meet to discuss various pertinent issues. If early dismissal days are granted, they are scheduled on the first Wednesday for nine (9) months, commencing from October to June. Dismissal time will not exceed forty-five (45) minutes prior to regular dismissal time. Some Principals may choose to cancel afternoon recess on early dismissal days.
 - 2.3.1 Each Principal will identify the reduction of instructional time, due to early dismissal, in the Instructional Hours Template, which is completed in May.

Reference: Section 18,19,33,51,52,53,60,205,222 Education Act
Guide to Education ECS to Grade 12

Form: Instructional Hours Template