

ADMINISTRATIVE PROCEDURES

SUBJECT: Organization of the Elementary School Day
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PREAMBLE

1. Principals are responsible for the effective organization of the school day. This Procedure refers to two types of organization – the traditional school day and the balanced school day.
2. The traditional school day provides a lunch period of at least 40 minutes and shorter recess breaks in the morning and the afternoon.
3. The balanced school day provides two breaks of at least 40 minutes – one in the morning and one in the afternoon.

PROCEDURE

1. The principal will engage in a full consultation process with staff, School Council, school community and affected partners regarding a proposed change to the organization of the school day.
2. The recommendation to change the organization of the school day will be made by the Principal with approval by the Director of Education.
3. The organization of the school day will not compromise the amount of instructional time required by law and will comply with employee contracts.
4. A change in the organization of the school day is not likely to be approved if it creates additional costs to the Board.
5. The principal will provide notification of the change in organization of the elementary school day well in advance of the change.
6. The organization of the school day will be reviewed annually.

Implementation Date: November 13, 2002

Reference: Education Act