

Halton District School Board

Operational Policies/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Daily Sessions/School Hours
EFFECTIVE:	October 2002
CROSS-REFERENCE:	Regulation 298 (3)
REVISION DATE:	<i>To be determined</i>
RESPONSIBILITY:	Administrative Council

POLICY STATEMENT:

REGULATION 298 (3)

- The length of the instructional program of each school day for pupils of compulsory school age shall be not less than five hours (300 minutes) a day excluding recesses or scheduled intervals between classes.
- The instructional program on a school day shall begin not earlier than 8:00 a.m. and end not later than 5:00 p.m. except with the approval of the Minister.
- In the intermediate division and the senior division, a principal may, subject to the approval of the board, provide for recesses or intervals for pupils between periods.
- There shall be a morning recess and an afternoon recess, each of which shall be not less than ten minutes and not more than fifteen minutes in length, for pupils in the primary and junior divisions.
(Grade 6 students on a rotary schedule meet the legislature requirements for recess breaks).

PROCEDURE:

Schools offering half-day, every day kindergarten programs must ensure that both morning and afternoon classes receive a minimum of 150 minutes per day of instructional time.

Elementary schools offering French Immersion must ensure that 50% of the timetable is conducted in French. This may be determined on a daily basis or over the course of a weekly timetable.

The instructional portion of the day commences with the Opening Exercises or the beginning of the first lesson of the day. Entry time is not included as part of the instructional day.

Supervision will be determined as necessary by the principal, but in all cases shall coincide with the arrival of transported students or fifteen minutes prior to the entry bell, whichever is earliest.

The length of the school day in the secondary panel must be such to ensure compliance with the requirements for instructional time related to the credit needs of students and the required instructional time of staff.

SCHOOL HOURS:

- Where a school is comprised entirely of a student population within walking distance, the principal may determine school hours in consultation with his/her community and Superintendent within the above parameters.
- In all cases where the Halton District School Board provides transportation via school bus or van, school hours will be determined by the Transportation Department in consultation with the school principal. This limitation is necessary to permit integrated planning of transportation routes.