

# SCHOOL DAY

### Background

Principals, in consultation with their staffs 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.

Principals are responsible for the administration of this administrative procedure.

### Procedures

1. The Principal shall submit a schedule of proposed times to the Assistant Superintendent, Employee Services by May 25 for the succeeding school year. This schedule is to indicate that Alberta Education minimum time requirements are met or exceeded and is to comply with the requirement as specified in the Guide to Education.

Reference: Relevant Legislation and Regulations