

<b>JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD</b>
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<b>ADMINISTRATIVE PROCEDURE GENERAL ADMINISTRATION: NO. 102</b>	
Effective	August 21, 2019
Last Revised	June 30, 2023

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## SCHOOL DAY AND YEAR

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### PURPOSE

System and school administrators of James Bay Lowlands Secondary School Board have developed this administrative procedure to ensure that Northern Lights Secondary School complies with the terms of the *Education Act* and regulations related to the school year, daily sessions, and length of the instructional program.

This administrative procedure also ensures that the school operates within a framework of efficiency, stability, and consistency.

### PROCEDURES

#### 1. The School Day

1.1. The *Education Act* defines school day as “a day that is within a school year and is not a school holiday”. [Section 1 (1)]

1.2. Ontario Regulation 304 School Year Calendar, Professional Activity Days, establishes the length of each school year and specifies the dates of school holidays.

1.3. In accordance with the parameters of the *Education Act* and the provisions of Ontario Regulation 298 Operation of Schools—General, the following will constitute the approved schedule regarding the school day:

1.3.1. Unless dictated by local circumstances, students shall assemble for study no earlier than 8:00 a.m. and be dismissed no later than 5:00 p.m.

1.3.2. The instructional program of the school day for students of compulsory school age shall consist of no less than five (5) hours, excluding scheduled intervals between classes. The Board may reduce the length of the instructional program on each school day to less than five hours a day for an exceptional student in a special education program.

1.3.3. The lunch break for students and teachers shall be a minimum of forty (40) consecutive minutes.

1.3.4. The principal may provide for intervals for students between periods, subject to the approval of the supervisory officer.

- 1.3.5. The school shall be open to the students twenty (20) minutes before morning classes and thirty (30) minutes after classes are dismissed for the day.
- 1.3.6. At the discretion of the principal and in concert with Administrative Procedure 142 Trespass to Property, the school may be open to students at other times in order to accommodate the co-instructional program.
- 1.3.7. In accordance with Regulation 298, the principal shall make provisions for adequate supervision during the period outlined in 1.3.5 and 1.3.6 and for any other school activity authorized by the Board.
- 1.3.8. Unless otherwise assigned by the principal, teachers will be present and will ensure that the classroom or teaching area is ready for reception of students at least twenty (20) minutes before the commencement of morning classes.

## 2. School Schedule

- 2.1. The principal of the school will develop a timetable that complies with Ministry of Education policy and program requirements, that supports local educational initiatives, and meets the operational needs of the school.

## REFERENCE DOCUMENTS

### **Legal:**

*Education Act, Section 19 (1) Closing of School or Class by Board—list of circumstances*  
*Education Act, Section 169.1 (1) Board Duties and Powers: Promote Student Achievement and Well-Being*  
*Education Act, Paragraph 170 (1) 11 Duties of Boards: Keep Schools Open*  
*Education Act: Section 265 Duties of Principal*  
Ontario Regulation 298—Operation of Schools-General, Section 3 Daily Sessions  
Ontario Regulation 298—Operation of Schools-General, Section 11 Duties of Principals  
Ontario Regulation 304 School Year Calendar, Professional Activity Days  
*Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016*

### **Board:**

Board Policy GOV-01 Values, Vision, and Mission  
Board Policy GOV-05 Multi-Year Strategic Plan  
Board Policy GOV-23 Emergency Response Plans  
Administrative Procedure 140 Temporary Closing of the School  
Administrative Procedure 142 Trespass to Property