



ADMINISTRATIVE PROCEDURES

SUBJECT: Organization of the Elementary School Day

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:
 - a. The traditional school day provides a lunch period of at least 40 minutes and shorter recess breaks in the morning and the afternoon.
 - b. The balanced school day provides two breaks of at least 40 minutes – one in the morning and one in the afternoon.
2. The organization of the school day will comply with the Education Act, Regulation 304, and all Ministry directives regarding instructional time.

PROCEDURE

1. The principal will review the organization of the school day annually and will report any concerns or recommended adjustments to the Family of Schools Superintendent.
2. If changes to the organization of the school day are proposed:
 - a. **Consultation**
 - i. The principal will engage in a full consultation process with staff, School Council, school community and affected partners (e.g., before- and after-school program providers - CLASS, community agencies, transportation services - CLASS, First Nation communities).
 - ii. The principal will initiate consultation well in advance of the next

school year or proposed implementation date and will document the consultation process, including meeting dates, feedback themes, and considerations reviewed in forming the recommendation.

b. Operational and HR Review

- i. The proposed changes must maintain compliance with supervision requirements and will be reviewed in collaboration with Human Resources.
- ii. The principal will consult with relevant Board departments and partners to ensure operational feasibility.
- iii. Proposed changes must be cost-neutral and must not create additional costs to the Board.

c. Student Well-Being and Equity

- i. The principal will consider the impact of the proposed change on student well-being, including equity of access to nutrition, supervision, specialized programming, and community supports.

d. Recommendation and Approval

- i. The recommendation to change the organization of the school day will be made by the Principal, in consultation with the Family of Schools Superintendent and CLASS, with approval by the Director of Education.
- ii. Approval will be based on instructional time compliance, operational feasibility, cost neutrality, and demonstrated community consultation.
- iii. Consideration will be given to the unique programming and transportation needs of the school community.

3. If changes are made to the organization of the school day:

- a. The principal will develop a transition plan to support students, staff, and families in adapting to the new schedule.
- b. The principal will provide written communication to families at least three months prior to implementation.
- c. The principal will retain documentation of the consultation and decision-making process.

4. This procedure is to be read in conjunction with the Safe Schools Policy, Supervision of Students Procedure, and the Equity and Inclusion Policy.

Implementation Date: November 13, 2002
Revised: May 19, 2026
Reviewed: December 2008

Reference: Education Act