

# AVON MAITLAND DISTRICT SCHOOL BOARD

## ADMINISTRATIVE PROCEDURE

### NO. 201

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#### **SUBJECT: SCHOOL DAY, ORGANIZATION OF**

Legal References: *Education Act: Section 265 Duties of Principal; Section 286 Duties of Supervisory Officers; Ontario Regulation 298—Operation of Schools: Section 3 Daily Sessions; Section 11 Duties of Principals; Section 20 Duties of Teachers*

Related References: *Administrative Procedure 200 Organization for Instruction; AP 202 School Day and Subject Time - Elementary*

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#### **1. Organization of the School Day**

As provided by regulations developed under the *Education Act*, the director of education requires that all of the schools in Avon Maitland District School Board will organize their school day in accordance with the regulations and administrative procedures.

#### **2. Expectations**

- 2.1 Principals shall organize and timetable the school day to meet the requirements of the regulations and this procedure. A typed copy of the timetable of the school day, as amended from time-to-time, is to be sent to the regional supervisory official to ensure the availability of a current copy of the daily schedule at all times in the administrative office for each school location.
- 2.2 The following parameters are therefore provided as requirements for all schools:
  - a) The total number of instructional minutes for pupils shall be 300 minutes per day
  - b) Recess for the primary and junior division shall be scheduled in accordance with the regulations (see references above)
  - c) All elementary schools will use a balanced school day approach to timetabling with consideration being given to grade 7 and 8's within a grade 7 to 12 school to organize an appropriate school day
  - d) Timetabling in regular secondary schools shall provide for scheduled intervals between classes to meet the requirements of the regulations
- 2.3 Where an alteration is required in the daily operating schedule of Avon Maitland District School Board schools and there is a resultant impact on integrated transportation schedules affecting Huron-Perth Catholic District School Board schools, such changes will be made following contact and agreement between the appropriate superintendents of both boards.