

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:	SECTION/CODE:
Instructional Day	Program B – 2

APPROVAL DATE:	SUPERSEDES:	NUMBER OF PAGES:	REVIEW DATE:
March 6, 2017	June 13, 2005	Page 1 of 2	February 27, 2017

POLICY STATEMENT

It shall be the policy of the Board in accordance with *Regulation 298 under the Education Act*, that the instructional school day follow the Administrative Regulations.

ADMINISTRATIVE REGULATIONS

1. The *Education Act* defines the school day as "a day that is within a school year and is not a school holiday".
2. The Ministry of Education establishes the length of each school year.
3. In accordance with the parameters of the *Education Act* and the provisions of *Ontario Regulation 298*, the following will constitute Board policy regarding the school day:
 - 3.1 Classes shall commence no earlier than 8:45 a.m. and shall terminate no later than 4:00 p.m.
 - 3.2 The number of hours of instruction per day shall not be fewer than five.
 - 3.3 The lunch break for pupils and teachers shall not be less than forty consecutive minutes.
4. The school of The Protestant Separate School Board of the Town of Penetanguishene shall conduct a daily session which commences no earlier than 8:00 a.m. and ends no later than 5:00 p.m., including instruction and study periods, recesses, field trips, excursions, extra-curricular activities and/or other activity periods for groups or individuals, all of which shall be construed as learning experiences.
5. Field trips and excursions may be conducted prior to or after the regular session.
6. With the approval of the Supervisory Officer, the Principal of the school shall assign to/schedule for school staff members, the subjects/grades to be taught, planning time, supervision responsibilities and any other the duties to be performed during the school day. The Principal will consider the terms of the current *Collective Agreement between the PSSBP and the Employees of the Board Who Are Statutory Members of the ETFO*, in determining these assignments and schedules.

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ADMINISTRATIVE REGULATIONS (Continued)

7. The Supervisory Officer, in consultation with the school Principal, may:
 - 7.1 set the hours of instruction and the length of the school day for pupils in kindergarten programs;
 - 7.2 approve the provision for recesses or intervals between periods for pupils in the Intermediate Divisions; and
 - 7.3 approve such other hours for the daily session, as may be necessary in those instances where the co-ordination of transportation routes makes the above hours unfeasible.