THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE

POLICY MANUAL

POLICY TITLE:	**SECTION/CODE**
Daily Instructional Session	**Program B – 2**

APPROVAL DATE:	**SUPERSEDES:**	**NUMBER OF PAGES:**	**REVIEW DATE:**
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POLICY STATEMENT

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene (PSSBP) in accordance with *Regulation 298 s.3 under the Education Act* that the instructional school day adheres to the following requirements and to the Administrative Regulations:

- the instructional program for pupils of compulsory school age and pupils in full-day junior kindergarten or kindergarten shall not be less than 5 hours a day, excluding recesses.
- the instructional program on a school day shall begin not earlier than 8 a.m. and end not later than 5 p.m.

PURPOSE

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene to establish the instructional day to be consistent with the Education Act, in compliance with the Regulations of the Province of Ontario.

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 daily instructional session:

   3.1 Classes shall commence no earlier than 8:00 a.m. and shall terminate no later than 5:00 p.m.

   3.2 The number of hours of instruction per day shall not be fewer than five excluding recesses/nutritional breaks or scheduled intervals between classes.

   3.3 The lunch break for students and education workers shall not be less than forty consecutive minutes.

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ADMINISTRATIVE REGULATIONS (Continued)

4. The daily session may include 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. The PSSBP will determine the period of time during each school day when the building and playground shall be open to pupils, but in every case the building and playground shall be open to pupils during the period beginning 15 minutes before classes begin for the day and ending 15 minutes after classes end for the day.

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 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.

7. The Supervisory Officer, in consultation with the school Principal:

    7.1 shall establish a morning and an afternoon recess of not less than 10 minutes and not more than 15 minutes for pupils in the primary and junior divisions

    7.2 may provide 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.

8. The school shall be open to the students during inclement weather (e.g. rain)

9. When inclement weather results in bus cancellation, the school will remain open.

10. When inclement weather results in school closure, the school will remain closed.