

### **Procedures**

1. Hours of operation shall be from 9:00 a.m. to 3:30 p.m. unless otherwise approved by the Superintendent. These hours presume a lunch break of approximately one hour. In order to facilitate evening programs, schools may remain open until 10:00 p.m.
2. **Number and Length of Recesses**  
The developmental needs of students and the principles of learning are the primary considerations of the program schedule and accompanying recess.
  - 2.1 Those elementary schools choosing to use a traditional block timetable will have a morning and afternoon recess of not less than 15 minutes.
  - 2.2 Elementary schools using an alternate form of scheduling like a half day Balanced Literacy or Literacy Learning block, that incorporates physical activity and an opportunity for a washroom break, may forego one of the recesses required in the traditional timetable.
  - 2.3 Secondary schools may incorporate recess breaks into their class change times.
  - 2.4. The school day shall be established in such a manner so as to meet the Alberta Education requirements of minimum instruction hours.

### **Reference**

[School Act](#) - Sections 39,50,56