



Shaping local leaders and global learners

Policies and Procedures

Section One - The School

Policy 140.3 - School Day

1. The Superintendent shall be responsible to approve the daily schedule developed by the Head of School.
2. A normal instructional day shall include all teaching periods as well as lunch and class breaks. It shall not exceed 7 hours.
3. The Head of School shall establish the required times for staff arrival and dismissal.
4. Under special circumstances, a day with a minimum of three contact hours will be considered an instructional day. These conditions will be determined by the Head of School and may include but are not limited to professional development, accreditation, school breaks, or special events.

Approval Date: November 9, 2022