

Policy:	USE OF INSTRUCTIONAL TIME	PROG-318
Division:	PROGRAMS	
Cross Reference:	OPER-603 Weather or Facilities-Related School Closure	

ADMINISTRATIVE PROCEDURES/REGULATIONS

1. Dates/Hours for Instructional Year

- 1.1 The length of the school year shall be 195 teaching days comprised of 187 actual teaching days, three (3) paid holidays, two (2) administration days, and three (3) professional learning school-shut down days, as per Article 28.01 of the NLTA Provincial Collective Agreement and Article 16.01 of the Labrador West Collective Agreement. Furthermore, the District may approve two (2) additional school-shut down professional learning days which would reduce the actual teaching days to 185.
- 1.2 Each principal or designate will ensure a five (5) hour/300 minute instructional day.

2. Outcomes

- 2.1 The principal or designate will ensure that:
- a) The school has a monitoring system in place for proper curriculum coverage and pacing.
 - b) As per the [Program of Studies](#), recommended time allotments for all programs are adhered to in the school's instructional day/schedule.
 - c) Teachers have instructional plans for their courses/subjects as per course descriptors.

3. Instructional Leadership

- 3.1 The principal or designate will develop an annual plan identifying the activities the school will participate in while maximizing instructional time (e.g., music festivals, drama festivals, cultural activities, assemblies, etc.).

3.2 The school administrator or designate will monitor the following:

- a) School-wide procedures/activities which can infringe upon instructional time such as: announcements, class start times, transition routines within the classroom, transition to and from classes, the scheduling of assemblies and activities, etc.
- b) Activities which may disrupt instruction one week prior to, and during, major summative assessments such as public exams, provincial assessments, mid-years, finals, etc.
- c) All scheduled activities which may infringe upon instructional time leading up to natural breaks in the school year.
- d) The scheduling of four (4) hours of instruction on the last day of school before the Christmas break.
- e) The scheduling of a morning and an afternoon session on the final day of school in June.

4. Co-curricular/Extra-curricular

4.1 The school principal or designate will ensure that:

- a) Minimal instructional time is lost for co-curricular/extra-curricular programs (e.g., multiple day swimming/skating programs, field trips, band trips).
- b) Multi-period field trips are cross-curricular in nature to minimize loss of instructional time in specific subject areas.
- c) School concert rehearsal time is scheduled to minimize loss of classroom and gymnasium instructional time (e.g., limit rehearsals to two weeks prior to the event).
- d) School leaving preparation activities occur outside of the instructional day to minimize loss of instructional time.
- e) Whenever possible, school-sponsored sports tournaments and other school-sponsored events/activities begin after the instructional day, with allowances for reasonable travel time for distant schools.

4.2 Schools have a maximum of 15 hours during the school year to support non-curricular events/activities (e.g., winter fun days, sports days, spirit days, healthy commotion days).

5. Parent-Teacher Meetings

Schools can use up to five hours of instructional time per year, when coupled with evening sessions, for parent-teacher meetings.

6. Access to School by Outside Groups

- 6.1 The school principal or designate will ensure that research occurring in their school has been approved by the Associate Director of Education (Programs and Operations) and does not impact instructional time.
- 6.2 Guest speaker presentations during instructional time are only scheduled when the presentation supports specific curriculum outcomes. Generic presentations unrelated to specific curriculum outcomes are only to be approved for non-instructional time (i.e., recess, lunch and after school).
- 6.3 Candidates for political office (union, school board, municipal, provincial or federal) are not permitted to campaign in a school during the school day.

7. Planned / Unplanned Outages

- 7.1 A school will not close for municipal or utility infrastructure installation/repairs unless it is an emergency situation or a circumstance where no alternative can be found.
- 7.2 In the event of a planned or unplanned outage, the school principal or designate will first contact the Operations Manager to discuss a plan to address student safety and to ensure minimal interruption to the instructional day. This plan will be communicated to the appropriate Senior Education Officer. For more information see: [OPER-603 Weather or Facilities-Related School Closure](#).

8. Inclement Weather

Principals will establish procedures for weather-related closure decisions as per [OPER-603 Weather or Facilities-Related School Closure](#).

9. Adjusting for the Loss of Instructional Time

- 9.1 The school principal or designate will use various sources of data to monitor the loss of instructional time.
- 9.2 If five (5) instructional days are lost due to weather or other related closures, (e.g., closures identified in Section 32 of *Schools Act, 1997*) the principal will consult with the school's Senior Education Officer on measures to be taken to compensate for the lost instructional time. Consideration will be given to suspending optional school-based professional development days and/or school sponsored activities.

9.3 If 10 instructional days are lost due to weather or other related closures, (e.g., closures identified in Section 32 of *Schools Act, 1997*) the principal will consult with the school's Senior Education Officer and provide a plan to preserve instructional time that includes the suspension of optional school-based professional development days and school-sponsored activities.

Approved: August, 2017

Amended: _____