

Division Programs	Policy Series 800	Policy # 800.10
Subject Instruction	Replaces	
Responsible Authority <ul style="list-style-type: none"> • Director of Education • Assistant Director of Education (Programs) 	Date Approved March 7, 2011	
	Effective Date April 6, 2011	
<i>Date Reviewed</i> <i>June 2013</i>	<i>Date Revised</i> <i>August 2, 2013</i>	

800.10(1) Policy Name

Effective Use of Instructional Time

800.10(2) Policy Statement

Nova Central School District will make every effort to protect instructional time, and ensure that activities that occur during instructional time enhance learning and cover curriculum outcomes.

- 800.10(2.1) School administrators are expected to:
- a) Keep the 'big picture' in mind when considering activities which interrupt instruction, and maintain an appropriate balance between such activities and regular instruction.
 - b) Regularly review the overall impact of such activities on instructional time.
 - c) Minimize daily interruptions to instructional time such as PA announcements, assemblies and rehearsals.
 - d) Develop school calendars at the beginning of the school year to identify, as much as possible, those activities which will impact instructional time.
- 800.10(2.2) Activities by external agencies and individuals that require instructional time shall support curriculum outcomes and generally be limited to specific classes or cohorts of students versus being offered for the whole school.

- 800.10(2.3) All other activities facilitated by external agencies or individuals shall be prioritized and planned for times other than during instructional time (e.g. lunchtime, after school).
- 800.10(2.5) Each school facilitates special events such as spirit days, winter carnivals and healthy living fairs. However, such 'days' can consume an incredible amount of instructional time. Students should spend no more than 20 hours of instructional time each year participating in such events.
- 800.10(2.6) District and school staff are expected to coordinate professional development sessions so that the impact on instructional time and teacher time away from the classroom is reduced where possible.

800.10(3) Policy Rationale/Purpose

Research demonstrates a clear link between quality instructional time and student academic achievement. In the course of the school year, significant instructional time is lost due to non-instructional activities and disruptions to teaching.

Nova Central School District recognizes the importance of providing a holistic learning environment for all students, including the provision of extra-curricular activities and social events, as well as the promotion of physical activity. The district also recognizes that some interruptions are beyond the control of school staff. However, the district must strive to ensure that curriculum outcomes are covered and students receive the supports they need to achieve to their fullest academic potential.

800.10(4) References

- 800.10(4.1) *Our Children Our Future, The Royal Commission of Inquiry into the Delivery of Programs and Services in Primary, Elementary, Secondary Education*. Commissioned Studies. 1992.
- 800.10(4.2) *Allocating Time Within the School Year Calendar, A Review of the Literature*, Organizational Development Department, Research and Information Services, Toronto District School Board, 2007.
- 800.10(4.3) Leonard, *Preserving the Learning Environment: Leadership for Time*, University of Calgary, 2008.

800.10(5) Scope

This policy governs the delivery of educational programming and services for all schools in Nova Central School District, and applies to all teaching staff and students.

800.10(6) Roles and Responsibilities

800.10(6.1) Responsible Division: **Programs Division**

800.10(6.2) The **Assistant Director of Education (Programs)** shall be responsible for the implementation, monitoring and revision of this policy.

800.10(7) Procedures

800.10(7.1) Protecting Instructional Time

800.10(7.2) Implementing Appropriate Classroom Strategies

800.10(7.3) Presentations and School Involvement by External Agencies

800.10(7.4) Research Involving Students and/or Teachers

800.10(7.5) Reporting to the District on Lost Instructional Time

800.10(8) Definitions

800.10 (8.1) INSTRUCTIONAL TIME
Usually defined as the time allocated by the provincial Department of Education and the school district for instruction.

800.10(9) Review

This policy shall be reviewed every two years.

800.10(10) School Policy

It is recommended that schools develop their own policies with respect to the effective use of instructional time, in accordance with the district policy.