



800.10(7)

Procedures

Policy 800.10:

Effective Use of Instructional Time

800.10(7.1)

Protecting Instructional Time

7.1.1 In accordance with the *Schools Act, 1997* and Nova Central School Board policies, the following shall be implemented by the district:

- a) *Start and End Dates for School Year*
School shall open and close for the school year on the dates determined by the Minister of Education and provided to the district.
- b) *The Instructional Day*
In each school day, the number of hours of instruction for students shall be a maximum of:
 - i) 2.5 hours (Kindergarten)
 - ii) 5 hours (Grades 1 to 12).

7.1.2 Schools are expected to protect the minimum number of hours (110) of instruction for all two-credit senior high/public exam courses.

7.1.3 *Opening and Closing Times for Schools*

- a) Except where otherwise approved by the Director of Education, all schools shall be open for students to attend classes on the first day of school in September, as designated by the district.
- b) Daily opening and closing times for individual schools shall be approved by the ADE (Programs) or his/her designate.

7.1.4 *Loss of Instructional Time Immediately Preceding Holidays*

Except where otherwise approved by the Director of Education, the instructional day immediately preceding a holiday shall be a regular instructional day.

7.1.5 *Special Events and Celebrations*

- a) Schools should allocate a maximum of 20 instructional hours per school year for activities generally planned to enhance the culture and climate of the school, such as spirit days, winter carnivals and living healthy commotions.
- b) Sport events that take place at a district school and over which the school has control should normally be scheduled after regular classes have finished for the day.
- c) Graduation activities such as decorating should take place outside of the regular hours of instruction.
- d) While it is recognized that special activities are often planned for specific days and weeks (e.g. Education Week), schools are expected to minimize the impact of those activities on instructional time and classes should continue as usual wherever possible.
- e) Regular review of activities should be conducted to determine if some activities might be offered less frequently (e.g. once during a high school career versus every year).

7.1.6 *Parent/Guardian and Teacher Interviews*

Parent-teacher interviews should be scheduled in accordance with district guidelines and no more than two afternoons per year should be used for parent-teacher interviews.

7.1.7 *Exams*

- a) The number of days for the writing of mid-term exams should not exceed five days in each term.
- b) Final exams for intermediate students should not exceed five days.
- c) Final exams for senior high students should start no earlier than the school day immediately preceding the commencement of public exams.

7.1.8 *School Closure for Professional Development*

A maximum of three days per year (school closure) may be allocated by a school for professional development.

7.1.9 *Field Trips*

Field trips must be planned in accordance with NCS D Policy [800.7 Field Trips](#). Schools are expected to monitor the overall impact of field trips on instructional time, including travel and preparation time, and to set reasonable limits.

- a) All out-of-province field trips shall be concluded by the end of the first week of May, except where students have won the right to participate in a national competition being held outside of Newfoundland and Labrador.

800.10(7.2) Implementing Appropriate Classroom Strategies

7.2.1 *Instructional Strategies to Promote Student Engagement*

Schools are expected to use all resources at their disposal to engage students in meaningful learning during the school day. These resources include specialists (e.g. program specialists, guidance counsellors) and training (e.g. differentiated instruction).

7.2.2 *Instructional Strategies to Minimize Behavioural Interruptions*

Schools are encouraged to use resources and implement strategies such as *Positive Behaviour Interventions and Supports (PBIS)* to improve behavioural outcomes for all students and to minimize behavioural interruptions.

7.2.3 *Quality Daily Physical Activity (QDPA)*

Schools participating in the *Active Schools* program may integrate up to 20 minutes of physical activity per day into instructional time. Wherever possible, the physical activity should be linked to curriculum topics and outcomes.

800.10(7.4) Research Involving Students and/or Teachers

- 7.4.1 Individuals or groups wishing to conduct research with students and/or staff in NCS D schools must complete an application form and submit it to the ADE (Programs), who shall either grant or deny approval. All research must comply with NCS D [research guidelines](#). NCS D reserves the right to restrict research in school settings in accordance with criteria set out in the guidelines.

- 7.4.2 The number and extent of research activities during the school year shall be taken into consideration when approving multiple research projects.

800.10(7.5)

Reporting to the District on Lost Instructional Time

7.5.1 *Student Attendance*

Schools shall report student attendance data to the district in accordance with NCS D's *Student Attendance Protocol*.

7.5.2 *School Closures*

School administrators shall report all school closures to the relevant senior education officer.

7.5.3 *School Administrators Away from School*

- a) Individual school administrators are required to notify the relevant senior education officer in a timely fashion when they are required to be out of school for any reason.
- b) Should a school administrator need to be out of school for more than ten days per school year for committee or other related work (excluding district and regional principals' meetings), s/he is expected to consult with the relevant senior education officer.