

EDMONTON PUBLIC SCHOOLS

September 27, 2011

TO: Board of Trustees

FROM: Trustee L. Cleary, Chair, Policy Review Committee
Trustee M. Janz, Policy Review Committee
Trustee C. Ripley, Policy Review Committee

SUBJECT: Review of Board Policy - HD.BP Instructional Time

ORIGINATOR: B. J. Smith, Executive Director, Finance & Infrastructure

RESOURCE
STAFF: Bruce Cline

RECOMMENDATION

That Board Policy HD.BP – Instructional Time (Appendix I) be considered for the third time and approved.

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This policy was considered for the first and second time by the Board of Trustees on September 13, 2011. There were no changes made to the existing content and wording.

Background

Board Policy HD.BP Instructional Time was last reviewed in March 2003. The Administration has reviewed the policy and recommends that the existing content and wording remain as is.

A policy review web-survey was conducted in accordance with board policy review procedures and was open for input from April 4 to May 9, 2011. Key stakeholder organizations and partners were notified of the policy review process and survey.

As a result we received a total of 49 responses with 13 being from parents, 3 from Community Members, 1 from Community /Professional Organizations, 14 Principal/Decision Unit Administrators, and 18 Staff Members. Most of the comments referred to staff contractual questions and the application of instructional time as opposed to the Instructional time policy outlined. The majority of the respondents (75.5 per cent) do not believe that the policy requires clarification. As Instructional time is tied to both school act and Alberta Education regulations changes to this Policy would only be reflective of changes to provincial legislation.

BC:jf

APPENDIX I: Recommended Board Policy HD.BP Instructional Time

Edmonton Public Schools

Board Policies and Regulations

CODE: HD.BP
TOPIC: Instructional Time

EFFECTIVE DATE: 11-03-2003
ISSUE DATE: 12-03-2003
REVIEW DATE: 03-2008

A. DEFINITIONS

Instructional time is defined as time scheduled for purposes of instruction, examinations, and other student activities where direct student-teacher interaction and supervision are maintained.

Instructional time of 475 hours for Kindergarten does not include: teacher conventions, professional development days, teacher planning days, staff meetings, statutory and school authority-declared holidays, lunch breaks, recesses, time taken for the registration of students.

Instructional time for Grade 1 to Grade 9 does not include teacher convention, professional development days, parent-teacher interview days, teacher planning days, staff meetings, statutory and school authority-declared holidays, lunch breaks, breaks between classes, recesses, time taken for the registration of students, or extracurricular activities.

B. INSTRUCTIONAL TIME

1. Kindergarten students shall have access to a minimum of 475 hours of instructional program activities for each child in a centre during a fiscal year, or at least 22 in-home visits for one-and-a-half hours duration or more (child must be in attendance) to each child in an in-home program during the fiscal year, or the equivalent in a combination of centre hours and in-home visits.

A maximum of 35 hours may be used as instructional time for activities such as:

- "transitional" home visits that promote the transition of children from home to school and encourage communication and relationship building
- staggered entry
- small group days
- child-parent-teacher conferences for demonstration of child learning (child must be in attendance)

2. Elementary students shall be provided with 950 hours of instructional time per year.
3. Junior high students shall be provided with 950 hours of instructional time per year.
4. Senior high students shall have access to 1000 hours of instructional time per year.

C. HOURS OF OPERATION

The principal shall organize the instructional day to meet the programming needs of the students and the student transportation requirements

D. RECESS PERIODS

1. A recess of at least 15 minutes shall be provided for each Early Childhood Services class.
2. A recess of at least 15 minutes shall be provided both morning and afternoon for elementary students.

Reference(s):

[IHFA.AR](#) - Supervision of Students

[School Act](#) Sections 39(1) and 56(1)

See the sections on ECS to Grade 9 Programming and Senior High School Programming in Alberta Learning's [Guide to Education: ECS to Grade 12](#)
