

	EDUCATION	PRO III-B-6
<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;">PROCEDURES</p>	CURRICULUM AND INSTRUCTION	
	Use of Instructional Time	
	Adopted:	May 7, 2008
Received:	June 4, 2014	
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Use of Instructional Time

Procedures

1. Both the annual provincial School Calendar and the Strait Regional School Board's annual Academic Calendar are determined in accordance with the provisions of the Governor in Council Education Act Regulations, the Ministerial Education Act Regulations and the Teachers' Provincial Agreement (Article 25). The Calendars include limitations on the number of days that can be used for organization, student evaluation and administrative purposes, as well as days for attendance at in-service programs.
2. Parent/teacher meetings can include up to three (3) one-half days each coupled with an evening in accordance with Article 31 of the Collective Agreement between the Strait Regional School Board and the Nova Scotia Teachers Union.
3. Not more than ten (10) hours per year of instructional time should be used for recreational activities such as sports days, spirit days, winter carnivals and other school-based outings that are not curriculum related.
4. In addition, schools may choose to participate in activities including but not limited to school swimming or school skating programs to supplement the provincially prescribed physical education program at the P-12 level. In making the decision, the school administrator shall consider and review factors that might negatively impact instructional time including the number of sessions, the amount of travel time required and participation rates in the program.
5. Activities associated with graduation including but not limited to graduation photos, ring-fitting, formal wear fittings and decorating shall take place outside of the regular hours of instruction and not interfere with regular programs for the entire school population.

Guest Speakers and Presentations

1. **Presentations:** The delivery of information to students via methods including but not limited to speeches, plays, movies, or any other live presentations, print, electronic or virtual communications.
2. **External persons, organizations or groups:** includes all those who are not school or Strait Regional School Board personnel acting in the capacity of their employment contract, or who are not representing the school board or school advisory council.

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3. Individuals, organizations or groups requesting to present in a school shall submit their request to the Principal to consider for approval.
4. Individuals, organizations or groups requesting to present to the Strait Region as a whole, or multiple schools, shall submit their request to the Director of Programs and Student Services to consider for approval.
5. All individuals, organizations or groups shall have the appropriate expertise and/or have an endorsement from a credible institution or agency.
6. The Principal or Director of Programs and Student Services will consider requests that:
 - a. support and enrich the prescribed curriculum outcomes;
 - b. are of an educational nature;
 - c. are in keeping with the mission and vision of the Strait Regional School Board, and support the Board's Strategic Plan and Educational Business Plan;
 - d. provide students with information to assist in future career/educational decisions; and
 - e. are not inflammatory or biased in nature.
7. If the principal believes the proposed presentation/content may be emotionally sensitive or of a contentious nature, the principal shall consult with the Director of Programs and Student Services for further consideration and follow up. If the presentation is determined to be emotionally sensitive or of a contentious nature, counselling services shall be readily available to students who require support following such presentations.
8. The principal and teacher(s) involved must review the complete and final content, including print and electronic materials and/or resources, as it will be presented to students and ensure that the presentation aligns with curriculum outcomes and would be appropriate to the students for whom it is intended. For further information, please refer to Distribution and Display of Materials in Schools and on Board Property, Policy III-A-6.
9. Principals shall ensure timely and advance notification, at least three (3) school days prior to the presentation taking place, to parents/guardians when scheduling individuals, organizations or groups.
10. Principals shall also ensure that the notification to parents/guardians includes information regarding the speaker's presentation. This notification shall be communicated by the principal through a letter to parents/guardians sent home with students and by posting on the school website. Principals may also advise parents/guardians using other school-based communications resources.

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11. The principal and/or a teacher shall be present at all times during any presentations made by approved guests.
12. If at any time during the course of a presentation the content deviates from what was agreed upon, the Principal and/or teacher shall intervene and conclude the presentation immediately.
13. All individuals, organizations or groups should normally be scheduled during instructional time when related to curriculum outcomes.
14. In instances where in-school presentations have a student fee/cost associated with them, no student shall miss the presentation because of an inability to pay.

Political Representatives and Campaigns

1. As a publicly-funded school system, it is extremely important to remain non-partisan over the course of any campaign.
2. It is the school principal’s responsibility to ensure that the presentations, programs supported by the Department of Education and Early Childhood Development and materials used related to elections are suitable and respectful to the given audiences and they are conducted without any bias.
3. In general, political candidates, or their representatives, will not be permitted to campaign in school during school hours. If, however, the political process is included among the curriculum outcomes of a particular grade or course, candidates may be granted access to students provided that the opportunity is extended to all political parties and/or candidates and each is given equal time to present their views in an educational context.
4. Furthermore, schools shall not endorse or distribute partisan political information to students, staff, parents/guardians and school communities.
5. Questions related to using schools as polling locations should be forwarded to the Director of Operations.