

**SCHEDULING FOR INSTRUCTION****Date: July 19, 2010**

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The Board of Education believes that public education is maximized when instructional time provided for students is not interrupted by noninstructional (NI) activities. Consequently, for students in grades K-12, time away from classes shall be limited to 10 instructional days per year (60 instructional hours per year) for school-sponsored non-instructional activities, unless otherwise approved by Board of Education in accordance with this policy.

This policy is to be applied in such areas as scheduling interscholastic contests, meetings and trips involving school organizations and in-school activities away from the classroom such as club meetings, work on newspapers and yearbooks, and other school-sponsored activities.

1. Definitions:

For the purpose of this policy, instructional time is defined as all portions of the day when instruction or instruction-related activities based on state approved courses or locally developed educational objectives are provided or coordinated by a certified teacher or substitute teacher. Time spent on instruction provided or coordinated by a certified teacher or substitute teacher, which relates directly to the course content as defined in local system curriculum guides or in locally adopted state guides.

Testing, counseling, health screenings early dismissed time for parent-teacher conferences will be counted as instructional activities as followed by SBOE rules.

School-sponsored noninstructional activity is defined as a function during the school day that is held under the auspices or sponsorship of a school or school system. Field trips will be counted as instructional when the activities relate directly to state approved course objectives.

2. Approval of Additional School-Sponsored Noninstructional Absences

The Board of Education will observe the following procedures for approval of individual student absences beyond the maximum ten days (60 hours) allowed for school-sponsored noninstructional activity.

- a. The student, through the school principal to the Superintendent or designee, shall submit a written request for additional absence(s) 30 days in advance of the anticipated date(s) of absence. Under extenuating circumstances, the Superintendent may waive the 30 day requirement.
- b. The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the allowable absences for NI activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally

beneficial to the student. The school will include the student's attendance, grades, and discipline record of the student requesting additional NI days.

- c. The school principal will verify the reasons for the allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.
- d. The Superintendent will evaluate the student's request and the principal's recommendation and present them to the Board with a recommendation for approval or disapproval.
- e. The student will be notified of the disposition of the request.

### 3. Hardship Waivers.

The Board of Education requires that all students be scheduled for the required daily average instructional time, except for students who are:

- a. Fifth-year seniors.
- b. 9-12<sup>th</sup> graders who are older than mandatory attendance age and exempted by a hardship waiver as specified in this policy.
- c. Participating in dual or joint enrollment programs as described in Rule 160-4-2.34 Dual Enrollment or its accompanying guidance documents.
- d. Enrolled in non-traditional/alternative schools or programs, as authorized by SBOE rule or waiver.

The Superintendent or designee is authorized to waive the required daily average instructional time for students in grades 9 through 12 if the Superintendent finds a hardship for one of the following reasons:

1. Economic;
2. Family emergencies such as death or illness;
3. Student's health;
4. Any other good and sufficient reason which, in the Superintendent's discretion, creates a hardship for the student or parent.

Hardship waiver requests shall be submitted in writing to the Superintendent. The Superintendent or designee shall evaluate each request on a case-by-case basis and forward the decision in writing to the student's parents or legal guardian within 10 school days of the submission of the request.