

#92315

IEA-E-1 to 3

SUBJECT AREA TIME ALLOTMENTS

All schools will follow the subject area time allotments as prescribed by the Department of Education. Schools are still expected to adhere to Regulation 101/95 which stipulates the minimum requirements of the instructional day. Schools may choose to integrate subject area learning, where appropriate, in order to maximize student achievement. In addition the following procedures must be adhered to:

A. EARLY AND MIDDLE YEARS SCHOOLS

1. Opening and Closing exercises are not to be included in the 1800 minutes of instruction time per cycle in Early Years schools.
2. Each student must be scheduled a minimum of 1980 minutes per cycle in the Middle Years schools.
3. Basic French is compulsory in Grades 1 - 6. In order to qualify for the provincial categorical French Language grant, schools must follow the provincial recommendations for Basic French under the Optional category.

B. SENIOR YEARS COURSE GUIDELINES

The Manitoba Senior Years program is based on the credit system with one credit equal to 110 hours of instruction (minimum). The Subject Area Time Allotments for Grades 9 – 12 are governed by the required credits for graduation in each instructional program.

The St. James-Assiniboia School Division senior years subject area time allotments must follow provincial requirements with the following additions:

1. That English 10F consist of a total of 220 credit hours (or equivalent) for one credit in total.
2. That the time allocation for Mathematics 40SP be 9 periods per cycle. That the time allocation for International Baccalaureate and Advanced Placement Programs be 6 periods.

C. COMMUNITY INVOLVEMENT ACTIVITY (CIA)

That all students complete a minimum of 40 hours of unpaid community involvement activities during Grade 9 to Grade 12 for the St. James-Assiniboia School Division diploma.

1. Selection of Activities
 - a) In consultation with their parents, students in Grades 9 - 12 will select one or more community involvement activities taking into account the Division's list of ineligible and eligible activities.

ADOPTED	REVIEWED	REVISED	PAGE
13/January/09		09/Sept/14	1 of 3
Motion 01-11-09		Motion 15-02-14	

- b) If a student is under 18 years of age parents must sign a permission form, stating that they have granted permission for their child to carry out the community involvement activity with the specified community sponsor.
- c) Selection of activities must take into account:
 - i. student's age, maturity, and ability
 - ii. location and environment of the proposed activity
 - iii. need for any special training, equipment, and preparation. This must be provided by the person or organization. The safety of the student is paramount.

Note: Students will not be paid for performing any community involvement activity.

2. Roles and Responsibilities of Students

- a) Prior to beginning any activity, students will provide the principal or designate with a completed Community Involvement Activity Proposal form indicating the activity or activities in which they plan to be involved.
- b) This form must be signed by the student, and by his or her parent/guardian if the student is under eighteen years of age.
- c) When additional activities are planned, but not included in the original proposal form, a proposal form must be submitted for these activities.
- d) Students must submit to the school administration the Community Involvement Activity Log Form complete with the community sponsor
- e) (person or organization that provided the community involvement opportunity for the student), parent and student signatures.
- f) A parent is not required to sign a form or to be consulted if the student is eighteen years of age or older.
- g) Students must submit the community involvement form on an activity completion basis and submit it to the principal or designate.
- h) The maximum number of hours for any one school sponsored activity can not exceed more than 10 hours.

3. Roles and Responsibilities of Senior Years Principals/Designate

- a) Principals are required to provide written, detailed information outlining the community involvement activity to parents, students, and community sponsors.
- b) Principals are required to provide students with the information and forms they will need to complete the community involvement activity, including the list of eligible and ineligible activities.
- c) Accumulated Community Involvement Activity hours will be recorded on the student's report card beginning in Grade 9 and through to Grade 12.
- d) Principals must ensure that parents are notified regularly of the number of hours completed by their child. In the event that students fall behind in this requirement, the principal must ensure that parents are notified (provided that the student is under 18 years of age).
- e) Upon completion of the 40 hours of community involvement, the student will submit to the principal all documentation of the activity. The principal will decide whether the student has met the necessary requirement.

ADOPTED	REVIEWED	REVISED	PAGE
13/January/09		09/Sept/14	2 of 3
Motion 01-11-09		Motion 15-02-14	

- f) Principals must ensure that students who have completed the 40 hours of community service receive some form of public recognition at the formal graduation ceremonies. The form of such recognition shall be determined at the school level.
 - g) Students not completing the 40 hours of community involvement will receive a provincial diploma only, however, they will be allowed to fully participate in all graduation ceremonies and activities and will be eligible for all awards and scholarships with the exception of St. James-Assiniboia cash awards and scholarships.
4. Roles and Responsibilities of Sponsors in the Community
- a) Any training, equipment or special preparation that is required for the activity must be provided by the person or the organization.
 - b) Provide the student with a safe environment.
 - c) Oversee the student's activity and verify the date(s) and the number of hours completed on the Community Involvement Activity Log form.

NOTE:

- Students registered from outside the division will have the appropriate community involvement activity hours prorated.
- International students are exempt unless they are graduating with a St. James-Assiniboia diploma.
- Mature students are exempt.

ADOPTED	REVIEWED	REVISED	PAGE
13/January/09		09/Sept/14	3 of 3
Motion 01-11-09		Motion 15-02-14	