



POLICY
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1. GENERAL

- 1.1 The Winnipeg School Division shall be responsible for providing appropriate educational programs for all students. These programs are designed to assist students to achieve the essential basic skills in oracy, literacy and numeracy, to develop a positive self-image and to foster academic, physical, social and personal growth.

2. LENGTH OF INSTRUCTIONAL DAY

- 2.1 The length of the instructional day for students in The Winnipeg School Division shall be:

Nursery	-	2-1/2 hours per class
Kindergarten	-	2-1/2 hours per class
Grade 1-Senior 4	-	5-1/2 hours

- 2.2 Proposals for variations to the length of the instructional day must be reviewed by the superintendent and approved by the Board and is subject to the applicable provisions in the Collective Agreement with the Winnipeg Teachers' Association.

3. TIME ALLOTMENTS

- 3.1 The Winnipeg School Division shall ensure that the learning outcomes for the compulsory curricula as outlined by Manitoba Education, Citizenship and Youth form the basis of the instructional programs. One implication is the provision of appropriate time allotments to ensure that sufficient time is allocated to allow for the achievement of the learning outcomes.

- 3.2 Notwithstanding clause 3.1, it is recognized that flexibility in allocating time is desirable, and sometimes necessary. To that end, the Winnipeg School Division accepts the need to modify the standard for time allocations provided that such modifications:

- (a) are consistent with the learning outcomes,
- (b) meet the needs of students, and
- (c) are approved in accordance with clause 4.1.

- 3.3 Individual schools may choose integration of subject area learning, where appropriate, in order to maximize student achievement. This could include the integration of areas such as computers or study skills with learning across the curriculum; of language arts with social studies; of mathematics with science and/or the use of theme based learning to assist students to make connections amongst subject areas.

- 3.4 Notwithstanding the requirements of the compulsory curriculum, the Winnipeg School Division recognizes the value of optional courses and shall allow for the establishment of such courses that may be selected from courses for which Manitoba Education, Citizenship and Youth prepares guidelines or which are developed and approved by the Division (School Initiated Courses).

4. RESPONSIBILITY

- 4.1 The Chief Superintendent shall be responsible for the implementation of this policy with the authority to delegate to the Superintendents of Schools the responsibility to approve time allotments.

- 4.2 It will be the responsibility of the principal of a school to ensure the appropriate use of time during the instructional day.

- 4.3 It will be the responsibility of all teachers to ensure that teaching is consistent with the expectations of Manitoba Education, Citizenship and Youth and the Division and that approved time allotments are adhered to.



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Rules and regulations governing the use of the school day as determined by the Chief Superintendent.

1. Specific Time Allotments for Compulsory Curricula and the options will be established within the following guidelines:

1.1 Early and Middle Years

1.1.1 Nursery/Kindergarten

The Nursery program follows a child-centred and developmentally appropriate program as described in The Winnipeg School Division's "Start With the Child".

The curriculum requirements of the kindergarten program will be offered in accordance with the suggested timetables provided in Manitoba Education, Citizenship and Youth's sourcebook -- Early Childhood - "A Time For Learning A Time For Joy".

1.1.2. Grades 1 - 6: (English Program)

Subject Area	Minimum Time Allotments Manitoba Education	Recommended Time Allotments - Winnipeg School Division
BASIC OUTLINE	GRADES 1-6	GRADES 1-6
Language Arts	630 min. per cycle (35%)	120 min. daily/ 720 min. per cycle (40%)
Mathematics	270 min. per cycle (15%)	45 min. daily/ 270 min. per cycle (15%)
Social Studies	180 min. per cycle (10%)	25 - 30 min. daily/ 150 - 180 per cycle (10%)
General Science	180 min. per cycle (10%)	25 - 30 min. daily/ 150 - 180 min. per cycle (10%)
Physical Education/ Health Education	198 min. per cycle (11%)	25 - 30 min. daily/ 150 - 180 min. per cycle (10%)
Arts	180 min. per cycle (10%)	20 - 25 min. daily/ 120 - 150 min. per cycle (8%)
Optional	162 min. per cycle (9%)	20 min. daily/ 120 min. per cycle (7%)
Total Daily Time	(1800 min. per cycle)	280 - 300 min. daily (1680 - 1800 min. per cycle)

- Note:*
1. Opening exercises are to be provided for at the opening of school each day.
 2. 20 minutes per day is to be allocated for recess for K-4 students over and above the instructional time allocated. Students in Grades 5-6 may be given a recess break of 20-30 minutes per day which would be over and above the instructional time allocated.



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Grades 1 - 6: (French Immersion)

Subject Area	Minimum Time Allotments Manitoba Education	Recommended Time Allotments Winnipeg School Division
BASIC OUTLINE	GRADES 1-6	GRADES 1-6
English Language Arts - Immersion	360 min. per cycle (20%)	70 min. daily/ 420 min. per cycle (23%)
Français	270 min. per cycle (15%)	50 min. daily/ 300 min. per cycle (17%)
mathématiques	270 min. per cycle (15%)	45 min. daily/ 270 min. per cycle (15%)
sciences humaines	180 min. per cycle (10%)	25 - 30 min. daily/ 150 - 180 per cycle (10%)
sciences de la nature	180 min. per cycle (10%)	25 - 30 min. daily/ 150 - 180 min. per cycle (10%)
éducation physique/ éducation à la santé	198 min. per cycle (11%)	25 - 30 min. daily/ 150 - 180 min. per cycle (10%)
arts	180 min. per cycle (10%)	20 - 25 min. daily/ 120 - 150 min. per cycle (8%)
Optional	162 min. per cycle (9%)	20 min. daily/ 120 min. per cycle (7%)
Total Daily Time	(1800 min. per cycle)	280 - 300 min. daily (1680 - 1800 min. per cycle)

- Note:
1. *Opening exercises are to be provided at the opening of school each day.*
 2. *20 minutes per day is to be allocated for recess for K-4 students over and above the instructional time allocated. Students in Grades 5-6 may be given a recess break of 20-30 minutes per day which would be over and above the instructional time allocated.*
 3. *Bilingual Heritage Language Instruction (Ukrainian, German, Hebrew): The time allotments specified for the French Immersion Program also apply to Bilingual Heritage Language Instruction. Time allotments for English Language Arts will be the same as the English allotment in the table. The time allotment identified for Français will be used for language arts instruction in the heritage language. Mathematics and science instruction will be in English; the other subjects will be taught in the heritage language (following the Policy for Heritage Language Instruction).*



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1.1.3 Grades 7 and 8 (English Program)

Subject Area	Minimum Time Allotments Manitoba Education	Recommended Time Allotments Winnipeg School Division
BASIC OUTLINE	GRADES 7 - 8	GRADES 7 - 8
Language Arts	535 min. per cycle (27%)	13 periods per cycle (27%)
Mathematics	337 min. per cycle (17%)	8 periods per cycle (17%)
Science	257 min. per cycle (13%)	6 periods per cycle (13%)
Social Studies	257 min. per cycle (13%)	6 periods per cycle (13%)
Physical Education/ Health Education	178 min. per cycle (9%)	4 periods per cycle (9%)
Music/Art	159 min. per cycle (8%)	4 periods per cycle (8%)
Optional	257 min. per cycle (13%)	7 periods per cycle (14%)
TOTAL	1980 min. per cycle	48 periods per cycle

Note: The above time allotments are based on an 8 period day with each period approximately 40 minutes in length. A different organizational pattern should be based on the percentage of time for each subject area as indicated.



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1.1.3 Grades 7 and 8 (French Immersion)

Subject Area	Minimum Time Allotments Manitoba Education	Recommended Time Allotments Winnipeg School Division
BASIC OUTLINE	GRADES 7 - 8	GRADES 7 - 8
English Language Arts - Immersion	300 min. per cycle (14%)	7 periods per cycle (14%)
Français	270 min. per cycle (13%)	6 periods per cycle (13%)
mathématiques	330 min. per cycle (17%)	8 periods per cycle (17%)
sciences de la nature	270 min. per cycle (13%)	6 periods per cycle (13%)
sciences humaines	270 min. per cycle (13%)	6 periods per cycle (13%)
éducation physique et éducation à la santé	180 min. per cycle (9%)	4 periods per cycle (9%)
arts	150 min. per cycle (8%)	4 periods per cycle (8%)
Optional	210 min. per cycle (13%)	7 periods per cycle (14%)
TOTAL	1980 min. per cycle	48 periods per cycle

1.2 Any variance from the recommended time allotments must receive prior approval from the appropriate superintendent.

1.3 Any variance from the recommended time allotments must ensure the maintenance of a balanced educational program.

1.4 Senior High (S1-S4)

The minimum amount of time required for the earning of a credit is specified by Manitoba Education, Citizenship and Youth. A student may earn ONE CREDIT by undertaking and successfully completing a course of study for which a minimum of 110 hours of instruction has been scheduled. HALF CREDITS may be earned in like manner (55 to 60 hours).

1.5 Optional

(a) All students in grades 7 and 8 in the Winnipeg School Division will be provided with a minimum of two optional courses of 160 minutes per cycle or the equivalent, selected from those courses for which Manitoba Education, Citizenship and Youth prepares guidelines or which are developed under the auspices of, and approved by, the Division.



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3. Curriculum Enrichment Activities

In accordance with Policy IGBB - Programs for Gifted and Talented Students, individual schools are encouraged to continue to address the varying needs and interests of the students beyond the curriculum requirements through a variety of enrichment activities.

4. Responsibility

4.1 Principal:

In order to ensure the appropriate use of time during the instructional day, the principal will ensure that:

- (a) the established learning outcomes of the curriculum of Manitoba Education, Citizenship and Youth form the basis of instruction as outlined in Section 3 of the Policy on the Instructional Day;
- (b) appropriate timetables are prepared and followed taking into consideration the guidelines for specific time allotments in order to achieve a balanced educational program;
- (c) where a pattern of integration of subject areas or theme-based learning is used, the prescribed learning for each curriculum outcomes are incorporated and the established time allotments are followed;

4.2 Teachers:

The teacher will ensure that:

- (a) the established learning outcomes of the curriculum of Manitoba Education, Citizenship and Youth form the basis of instruction as outlined in Section 3 of the policy on the Instructional Day;
- (b) where a pattern of integration of subject areas or theme-based learning is used, the prescribed learning outcomes for each curriculum area are incorporated.



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ENGLISH PROGRAM

Early and Middle Years Recommended Subject Area Time Allotments

Subject Areas	Grades 1 to 6	Grades 7 and 8
Compulsory		
language arts (English)	35%	27%
mathematics	15%	17%
science	10%	14%
social studies	10%	13%
physical education/health education	11%	9%
arts	10%	8%
Optional	9%	13%
e.g., basic French*, other languages, Aboriginal studies, etc.		
Total	100%	100%

* A recommendation for schools offering basic French or other second languages is to re-allocate a small portion of English Language Arts time for this purpose. This recognizes that some language concepts are transferable and should assist schools to accommodate the basic French grant requirement.



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SENIOR YEARS ENGLISH PROGRAM

To meet the requirements of this program all subjects are taught in English with the exception of other languages studied.

Senior Years English Program Graduation Credit Requirements (Minimum of 28 credits)		
Compulsory Credits: 15		
Senior 1 - Compulsory Subject Areas (5 credits)	Optional Credits: (see your school for complete list) 13 credits from subject areas such as: <ul style="list-style-type: none"> • language arts (additional courses for credit) • mathematics (additional courses for credit) • sciences (additional courses for credit) • social studies (additional courses for credit) • basic French • other second languages • the arts <ul style="list-style-type: none"> - visual arts - music - drama - dance • physical education • health education • skills for independent living • technology education <ul style="list-style-type: none"> - vocational education - home economics - business and marketing - industrial arts • others as organized by the school 	
language arts (English)		1
mathematics		1
science		1
social studies		1
physical education/health education		1
Senior 2 - Compulsory Subject Areas (5 credits)		
language arts (English)		1
mathematics		1
science		1
social studies		1
physical education/health education		1
Senior 3 - Compulsory Subject Areas (3 credits)		
language arts (English)		1
mathematics		1
social studies		1
Senior 4 - Compulsory Subject Areas (2 credits)		
language arts (English)		1
mathematics		1
<ul style="list-style-type: none"> • Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue • Within the optional subject areas, students must complete one Senior 3 credit and two Senior 4 credits • Note: School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfill the graduation requirements within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs recognized by Manitoba Education, Training and Youth, the number of possible SICs used as optional credits may vary. 		

Note: Manitoba Education, Training and Youth changed the Senior Years graduation requirements based on consultations throughout Manitoba. These changes are explained in detail in the report *Increasing Choice and Flexibility: Changes to Senior Years Graduation Requirements* (March 2001) at the following web site:
<http://www.edu.gov.mb.ca/ks4/policy/gradreq/choice-flexibility.html>



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FRENCH IMMERSION PROGRAM

Early and Middle Years Recommended Subject Area Time Allotments

Subject Areas	Grades 1 to 6	Grades 7 and 8
<i>Compulsory</i>		
English language arts - Immersion	20%	14%
Français	15%	13%
mathématiques	15%	17%
sciences de la nature	10%	13%
sciences humaines	10%	14%
éducation physique et éducation à la santé	11%	9%
arts	10%	8%
<i>Optional</i>	9%	13%
e.g., formation personnelle, etc.		
Total	100%	100%

Bilingual Heritage Language Instruction (Ukrainian, German, Hebrew)

The time allotments specified for the French Immersion Program also apply to Bilingual Heritage Language Instruction. Time allotments for English language arts will be the same as the English allotment in the table. The time allotment identified for Français will be used for language arts instruction in the heritage language. Mathematics and science will be instructed in English; the other subjects will be taught in the heritage language (following the Policy for Heritage Language Instruction).



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SENIOR YEARS FRENCH IMMERSION PROGRAM

Out of a total of 28 credits, a minimum of 14 credits from courses taught in French are required to obtain the provincial diploma in French Immersion. At each grade in Senior 1 and in Senior 2, a minimum of 4 credits must be completed in French and at each grade in Senior 3 and in Senior 4, a minimum of 3 credits must be completed in French.

**Senior Years Graduation Credit Requirements
 (Minimum of 28 credits)**

Compulsory Credits: 19

Senior 1- Compulsory Subject Areas (6 credits)

Français	1
English language arts - Immersion	1
mathématiques	1
sciences de la nature	1
sciences humaines	1
éducation physique et éducation à la santé	1

Senior 2-Compulsory Subject Areas (6 credits)

Français	1
English language arts - Immersion	1
mathématiques	1
sciences de la nature	1
sciences humaines	1
éducation physique et éducation à la santé	1

Senior 3-Compulsory Subject Areas (4 credits)

Français	1
English language arts - Immersion	1
mathématiques	1
sciences humaines	1

Senior 4-Compulsory Subject Areas (3 credits)

Français	1
English language arts - Immersion	1
mathématiques	1

**Optional Credits: (see your school for complete list).
 9 credits from subject areas such as**

- Français (additional courses for credit)
- Anglais (additional courses for credit)
- autre langues
- mathématiques (additional courses for credit)
- sciences de la nature (additional courses for credit)
- sciences humaines (additional courses for credit)
- Éducation à la santé
- éducation physique
- études technologiques
 - formation professionnelle industrielle
 - économie familial
 - affaires et commercialization
 - arts industriels
- les arts
 - arts plastique
 - éducation musicale
 - arts dramatiques
 - danse
- vie autonome
- others as initiated by the school or student

- Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue.
- Within the option subject areas, students must complete one Senior 3 credit and one Senior 4 credit.
- Note: School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfill the graduation requirement within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary.
- Out of a total of 28 credits, a minimum of 14 credits from courses taught in French are required to obtain the provincial diploma in French.

Note: Manitoba Education, Training and Youth changed the Senior Years graduation requirements based on consultations throughout Manitoba. These changes are explained in detail in the report *Increasing Choice and Flexibility: Changes to Senior Years Graduation Requirements* (March 2001) at the following web site:
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SENIOR YEARS TECHNOLOGY PROGRAM

The Senior Years Technology Education program consists of 14 compulsory credits and an approved cluster of 8 to 14 compulsory technology education credits. Students wishing to graduate from a Senior Years Technology Education Program must fulfill the minimum 28 credit graduation requirement. A cluster of technology education course must be an approved group of 8-14 department developed and/or approved courses which facilitate the transition from school to work.

Senior Years Graduation Credit Requirements (Minimum of 28 credits)		
Compulsory Credits: 14		
Senior 1- Compulsory Subject Areas (5 credits)	Optional Credits: (see your school for complete list). 0 to 6 credits from subject areas such as <ul style="list-style-type: none"> • language arts (additional courses for credit) • mathematics (additional courses for credit) • sciences (additional courses for credit) • social studies (additional courses for credit) • basic French • other second languages • the arts <ul style="list-style-type: none"> - visual arts - music - drama - dance • physical education • health education • skills for independent living • technology education (additional courses for credit) <ul style="list-style-type: none"> - vocational education - home economics - business and marketing - industrial arts • others as organized by the school 	
language arts (English)		1
mathematics		1
science		1
social studies		1
physical education/health education		1
Senior 2-Compulsory Subject Areas (5 credits)		
language arts (English)		1
mathematics		1
science		1
social studies		1
physical education/health education		1
Senior 3-Compulsory Subject Areas (2 credits)		
language arts (English)		1
mathematics		1
Senior 4-Compulsory Subject Areas (2 credits)		
language arts (English)		1
mathematics		1
Senior Years Technology Education Program Credits: 8 to 14		
<ul style="list-style-type: none"> • A minimum of 8 to a maximum of 14 approved credits are required from within an approved Senior Years Technology Education Program cluster. • Plus students must fulfill the minimum 28 credit graduation requirement by completing (0 to 6) credits from the optional category. To graduate with an approved Senior Years Apprenticeship Option, students must complete the 14 compulsory requirements and 8 approved Senior Years Apprenticeship Option credits, along with the optional credits (0 to 6) 		
<ul style="list-style-type: none"> • Students must meet the entrance requirements of the post-secondary education (college or university), training, or work situation they intend to pursue. • Within the approved Senior Years Technology Education Program cluster, students must complete a minimum of two Senior 3 credits and two Senior 4 credits. • Note: School-Initiated Courses (SICs) and Student-Initiated Projects (SIPs) may be used to fulfill the graduation requirement within the optional credits to a maximum of 11 and 3 respectively. Depending on the different requirements of the four school programs, the number of possible SICs used as optional credits may vary. 		

Note: Manitoba Education, Training and Youth changed the Senior Years graduation requirements based on consultations throughout Manitoba. These changes are explained in detail in the report *Increasing Choice and Flexibility: Changes to Senior Years Graduation Requirements* (March 2001) at the following web site:
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