

Administrative Procedure 131 – Appendix

Appendix - INSTRUCTIONAL HOURS

Background

An instructional hours template will be shared with Principals for completion for the upcoming school year. A specific deadline will be stipulated in the e-mail message.

Procedures

Principals are to complete the template as instructed below:

1. The Administrative Assistant, Learning Services will email Principals with notification that the Instructional Hours Templates and instructional guides have been shared within SharePoint. Instructions will include the location of the Instructional Hours Templates Access Guide and the Instructional Hours Cell Instructions, located within the Knowledge Centre.
2. A link will be provided on the Instructional Hours Templates Access Guide to access the individual school's instructional hours template. This document can be found in the Knowledge Centre.
3. Complete the template where it is located by checking the document out of SharePoint. Do NOT create another document or save to desktop as there is to be only one template per school to work in and approve. In order to complete and save changes within SharePoint, refer to Instructional Hours Templates Access Guide for "Check In" and "Check Out" instructions.
4. Do NOT rename the school template, as it is already identified as your school template.
5. The Instructional Hours Cell Instructions document looks similar to the template but is located in the Knowledge Centre and contains instructions only. This document is locked.
6. Refer to the instructions and cell comments to complete the template. Print or view the instruction documents.
 - 6.1 A commentary box will appear when the cursor is pointed in the cell with the red triangular tab which appears on the top-right hand corner of the cell.
7. Insert the information required in each cell. If certain cells are not applicable, leave blank.
8. Information must be inserted in the correct format, otherwise the formulated cell will not calculate properly. e.g. HR: Min – enter hours, separated by a colon(:) minutes in 24 hour clock format e.g. Classes End column -15:00, enter "0" before colon(:) for early dismissal minutes.
9. The blue and green shaded cells are locked to identify a formulated cell that does not require any input. The formula will automatically calculate an amount once the required information is inserted in the appropriate cell.
10. Other cells that do not require input are also locked.

11. Identify in the appropriate cells: school name, Principal's name and date completed. The school name will auto-fill in the other worksheets if the name is identified in the appropriate cell in the instructional hours template.
12. Schools offering ECS program(s) must complete the ECS Instructional Days calendar and the ECS Additional Information worksheet.
 - 12.1 If the school offers more than one (1) ECS program and the class dates and total number of instructional days are different, create an additional copy(ies) of the ECS calendar worksheet to complete and rename each individual worksheet appropriately.
 - 12.2 If the classes and total instructional days are the same in each program, it is not necessary to create another worksheet, but identify the specific ECS programs within the calendar title.
 - 12.3 Staggered entry cannot be scheduled on the Division ECS Teachers' Meeting days and instructional days cannot be counted if classes are not being held on these meeting days.
13. The Principal of Warburg Hutterite Colony must complete the Warburg Hutterite Colony School Year calendar worksheet to identify the religious days and the number of instructional days.
14. Delete the worksheets that do not pertain to the school by selecting that worksheet tab, right click and select delete.
15. Ensure that the automatic calculation of the instructional hours for each grade level meets the minimum requirement indicated below. If a ##### sign appears in the instructional hours column, there is an error in a cell entry.
16. Instructional hours must exceed the Alberta Education minimum by ten (10) hours (Grades 1-12) or five (5) hours(ECS):
 - 16.1 ECS: $475 + 5 \text{ hours} = 480 \text{ instructional hours}$
 - 16.2 Elementary: $950 + 10 \text{ hours} = 960 \text{ instructional hours}$
 - 16.3 Junior High: $950 + 10 \text{ hours} = 960 \text{ instructional hours}$
 - 16.4 Senior High: $1000 \text{ hours} + 10 \text{ hours} = 1010 \text{ instructional hours}$
17. Save the document by following the "Check Out" and "Check In" instructions on the Instructional Hours Templates Access Guide.
18. Upon completion, e-mail the Division Principal to notify that the instructional hours document is complete. The document will then be reviewed and approved through SharePoint.
19. Once the instructional hours document has been approved by the Associate Superintendent – Learning Services, Principals should retain an electronic copy of the approved document.
20. The schools' instructional hours information is utilized by Division Office to submit an electronic report to Alberta Education by their deadline date which is typically May 31.

Reference: Instructional Hours Templates Access Guide
Instructional Hours Cell Instructions
Instructional Hours Template (SAMPLE)