

TIME ON TASK

It is the policy of the Board of Education that teachers and students in all Hardy County Schools make maximum use of the instructional time available.

I. Schedules

- A. Students shall be scheduled for instructional activities during all the periods in the school day unless exempted by Hardy County policy. A student shall not be scheduled for more than one non-instructional period in the school day.
- B. Elementary school and middle school students who are scheduled for "pull-out programs" that take them out of a regular class on a continuing basis shall be scheduled so as to disrupt the student's regular instructional program as little as possible. The student should not be pulled out of Reading, English, or Mathematics classes unless the pull-out program covers the essential content and sequence for the course being replaced.

II. Interruptions

- A. When the school day may be shortened or delayed in opening, every effort shall be made to maintain the maximum amount of instructional time. The schedule shall be modified so that no class is missed completely or so that the same class is not missed on each occasion.
- B. Events that reduce the instructional day requirements are not permitted. It is recognized that extracurricular activities are beneficial to the student, but they shall not be scheduled to disrupt the regular instructional day.
- C. Principals should not burden teachers with administrative duties that reduces instructional time unless absolutely necessary.
- D. Interruptions to a teacher's instructional time should be kept at an absolute minimum. School procedures for the use of the intercom system, students going to teachers for support students going to their lockers during class time, etc., shall insure that interruptions are held to an absolute minimum.

III. Instructional Materials and Techniques

- A. Teachers shall plan their instructional activities and materials to make maximum use of student time.
- B. When a part of a class is absent for some reason, those students who are present shall participate in some meaningful instructional activity. If, in the teacher's judgment, it would be unwise to proceed with the sequential activity or the class, the time can be used for review, reinforcement, re-teach, enrichment, or supplemental activities.
- C. When a teacher ends the regular instructional part of the class before the end of the period to allow students time to work on assignments or other activities, the teacher shall monitor the students' work carefully to determine, not only that students are making wise use of time, but that they are doing their work correctly.
- D. Field trips can be a very valuable learning experience, but they must be carefully planned and conducted as early in the school year as possible to allow time for follow-up activities.

SOURCE: Board of Education Minutes

DATE: August 9, 1993 – September 9, 2002 – December 4, 2023

REFERENCE: WV Board of Education Policy 2510