



## **READING BREAK POLICY**

**#3-24**

Recommended:	November 19, 2004	by: Education Council
Approved:	January 26, 2005	by: Board of Governors
Effective:	January 26, 2005	
Date to be Reviewed:	2009	

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### **POLICY**

**North Island College may provide an annual reading break of up to five (5) consecutive days during the winter semester at the discretion of an instruction Dean, in consultation with Deans' Council.**

### **PURPOSE**

The College recognizes the value of a break from the instructional schedule to assure students have adequate time to prepare for program and course deadlines. The College supports student wellness by assisting them to balance their obligations to college, family, work and community.

### **GUIDELINES**

1. Options regarding the scheduling of reading break are available based on the mode of program delivery. The options may range from a maximum of a single five (5) day reading break to the absence of a reading break.
2. If an instructional Dean deems a reading break appropriate for a particular program with his/her division:
  - a. The reading break must be taken as a single break up to five (5) consecutive days and approved by the appropriate instructional Dean;
  - b. The instructional Deans will notify the Registrar's Office, at a date set annually by the Registrar, when each program in their division will take reading break days;

- c. Individual program reading breaks will be posted on the College website by March 31 for the upcoming year. Individual programs will provide specific reading break information to students at the start of each term;
- d. Classes, labs and practicums for affected programs will not be scheduled during a reading break;
- e. Instructors will be available to meet students during the reading break, unless they are on an approved absence such as vacation or professional development;
- f. Divisions must ensure that the reading break will not result in a reduced number of instructional hours.

**Cross Reference:**

See also Academic (Instructional) Schedule Policy #3-12