

# AP 200 – ORGANIZATION FOR INSTRUCTION

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## Background

The Principal is held accountable for the organization of the plan for instruction at his/her school.

## Procedures

1. The Principal, in consultation with staff, shall develop a school plan which shall clearly outline the:
  - 1.1 Organization and timetabling of classes;
  - 1.2 Organization and delegation of teacher assignments;
  - 1.3 Course offerings of the school; and
  - 1.4 The extra and co-curricular activities.
2. The function of assigning students to classes is the responsibility of the Principal, in consultation with all staff members affected at that instructional level. As much as possible, schools are to utilize heterogeneous grade level groupings of students.
3. It is further recognized that the Principal, in consultation with the Deputy Director of Learning, school-based administration, Learning Assistance Teacher and parents, may be a need to group students in different grades or different courses in the same class.
4. Courses at the grade eight to twelve levels may operate on a semester and/or non-semester basis.
5. In the event that a school cannot provide appropriate programming within Saskatchewan course offerings or the instructional schedule, the Division may complete arrangements and cover the registration fees for the student to enroll in a Ministry approved online school.
6. In the event that a school cannot provide appropriate programming within Saskatchewan's course offerings, the Division may complete arrangements and cover the registration fees for the student to access Alberta's course offerings, upon approval by the Director.
7. The Principal will implement an annual plan to minimize loss of instructional time (i.e. School-wide or multiple class event, activities, assemblies, etc.) to ensure compliance with Ministry regulations.

Reference: Sections 85, 108, 109, 163, 164, 168, 175, 179 Education Act