

Administrative Procedure 200

ORGANIZATION FOR INSTRUCTION

Background

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

Procedures

1. In accordance with the Curriculum Development Plan and under the supervision of the Principal, students shall be grouped for instructional purposes as follows:
 - 1.1 Kindergarten;
 - 1.2 Elementary Level (Grades 1-5);
 - 1.3 Middle Level (Grades 6-9);
 - 1.4 Secondary Level (Grades 10-12);
 - 1.5 Alternate / Functionally Integrated Programs for Special Needs Students
2. Assignment and scheduling of instructional staff, both professional and support, to each instructional group is the responsibility of the Principal in consultation with the Superintendent of Education. The School Community Council is to be advised of all assignments.
3. In accordance with Division practices the Principal will involve and incorporate professional staff feedback prior to the construction of the timetable for the upcoming school year. Every attempt will be made to ensure all teachers have equitable preparation time as set forth in the completed timetable.
4. Each teacher will complete an Individual Teacher Timetable (Form 200-1) that details assigned courses from the Required Areas of Study, Practical and Applied Arts, approved Locally Developed Courses or qualitatively different courses/programs for Special Needs students. Teachers will ensure that time allocations are in alignment with Core Curriculum requirements and that time allocation per week/cycle is equal to the total amount of time per week/cycle. This timetable will be submitted to the school principal by September 30 of each school year or the end of the first month of the second semester and initialed by the school Superintendent.

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