

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 200 – Organization for Instruction</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 163, 168, 175, 179, 180 <i>The Education Regulations, 2019</i> sections 24-26, 34-36	
Received by the Board: August, 2020		Update: August, 2020

### 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 Deputy Director of Learning and school 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 courses.
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 Deputy Director of Learning.

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.