



ADMINISTRATIVE POLICY NO. 601

IMPLEMENTATION FALL 2006

REVISED APRIL 2010

INSTRUCTIONAL PROGRAM

It is the responsibility of the Director of Education to ensure that all programs and services offered in Prairie Spirit School Division are in accordance with provincial requirements, and within the parameters of the Division's vision, mission, guiding principles, and goals.

PROCEDURES

1. Supervision and Coordination

- a. The Director is responsible for the general supervision of the curriculum of the schools and the establishment of a *Continuous Improvement Plan* for the division.
- b. The Director has the authority to delegate the implementation and ongoing development of the program of studies to instructional superintendents, coordinators, consultants, principals, and other professional staff.
- c. Principals are responsible for the organization and supervision of the instructional program and services offered in the schools.

2. Program of Studies

- a. Teachers are to implement the program of studies as outlined by the Ministry of Education's [Curriculum Policy & Foundation Documents](#) and in school division guidelines and manuals.
- b. Teachers, in consultation with their principals, may modify the content of the approved program of studies to meet the needs of students.
- c. New curriculum programs may be developed and evaluated as pilot programs. Teachers wishing to implement a pilot program are to submit a request to the Director of Education through the school principal.

3. Special Project Credits

- a. Special project credits may be accessed up to three times by a student at the secondary level to meet credit requirements for graduation.
- b. The special project credit is to be for an out-of-school initiative based on work proposed and completed by the individual student.
- c. Principals are authorized to approve student projects that comply with the Ministry of Education guidelines as set out in [Core Curriculum: Principles, Time Allocations and Credit Policy](#), and with Prairie Spirit's [Special Project Credits administrative procedure \(Appendix A\)](#).

4. Apprenticeship Credits

- a. Apprenticeship credits may be accessed up to four times by a student at the secondary level to meet credit requirements for graduation.
- b. The apprenticeship credit is to be for an out-of-school initiative based on work proposed and completed by the individual student.
- c. Principals are authorized to approve apprenticeship credits that comply with the Ministry of Education guidelines as set out in [Core Curriculum: Principles, Time Allocations and Credit Policy](#), and with Prairie Spirit's [Apprenticeship Credits administrative procedure \(Appendix B\)](#).

5. Course Challenge

- a. Principals are authorized to administer the course challenge process by students to a maximum of two credits per student at the 10 or 20 levels.
- b. A teacher who has taught a course at least twice is authorized to administer course challenges for that particular course at any school in Prairie Spirit School Division.
- c. All challenges are to comply with the Ministry of Education's process as set out in [Course Challenge Process: Policy and Procedure \(1998\)](#).



Administrative Procedure Special Project Credits

Policy 601 – Appendix A

Background

According to the Ministry of Education's [Core Curriculum: Principles, Time Allocation and Credits Policy](#), Prairie Spirit School Division schools recognize up to three Special Project Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student.

Procedures: Based on the Special Project Credits Policy from the Ministry of Education

1. A Special Project Credit may be earned through work proposed and completed by an individual student.
2. General Requirements:
 - The credits may be used as electives to meet the 24 credit requirement. The course designation (10, 20, 30) shall be determined by the student's matriculation needs.
 - Past completion of work shall not qualify for a Special Project Credit.
 - The credits must be completed during grades 10-12.
3. Application and Monitoring:
 - Students shall submit a Special Project credit proposal by completing the application package provided by the school.
 - The Special Project credit proposal shall be approved prior to the student beginning the project. The Special Project credit proposal will be approved by the supervising teacher and the principal, and shall be carried out under the supervision of the teacher.
 - If a Special Project is related to a specific school subject, the content of the project shall be distinct from and, in addition to, regular course requirements
 - A copy of the documentation related to each Special Project Credit will remain on file at the school for a minimum of 2 years.
 - The Coordinator of Schools and Learning responsible for High School credits shall monitor annually the number and type of Special Projects Credits applied for and awarded in each academic year.

Administrative Procedure Apprenticeship Credits

Policy 601 – Appendix B

Background

According to the Ministry of Education's [Core Curriculum: Principles, Time Allocation and Credits Policy](#), Prairie Spirit School Division schools recognize up to four Apprenticeship Credits per student for out-of-school initiatives, on the basis of work proposed and completed by an individual student.

Procedures: Based on the Apprenticeship Credits Policy from the Ministry of Education

1. An Apprenticeship Credit may be earned through work proposed and completed by an individual student while employed in an approved apprenticeship in one of designated trades in Saskatchewan. There are two options available for students to obtain Apprenticeship Credits in Prairie Spirit School Division schools; through the academic school year or through the Summer Youth Internship Program offered through the Saskatoon and District Industry and Education Council.
2. General Requirements:
 - The Apprenticeship Credit may be used to meet the Practical and Applied Arts/Arts Education requirement, or as electives to meet the 24 credit requirement. When used as an elective, the course designation (A20, B20, A30, B30) shall be determined by the student's matriculation needs.
 - Past completion of work shall not qualify for an Apprenticeship Credit.
3. Application and Monitoring:
 - Students shall submit an Apprenticeship credit proposal by completing the application package provided by the school.
 - The Apprenticeship credit proposal shall be approved prior to the student beginning the project. The Apprenticeship credit proposal will be approved by the supervising teacher, the principal and the employer, and shall be carried out under the supervision of the teacher.
 - The role of the supervising teacher is to provide continuous monitoring of the approved proposal with regard to the learning outcomes and the safety of the student.
 - If the supervising teacher deems the workplace as unsafe, this will result in the withdrawal of the approved credit proposal and parents will be informed of the reasons for the withdrawal.

- If the student is not doing trade legitimate work as outlined in the proposal, the supervising teacher and the student will discuss options for the student to address the issue with their employer. If the situation continues, this will result in the withdrawal of the approved credit proposal and parents will be notified.
- When a student works off campus, the Work Study Guidelines for coordinating and monitoring shall apply as appropriate (see [Practical and Applied Arts Handbook](#)).
- A copy of the documentation related to each Apprenticeship Project will remain on file at the school for a minimum of 2 years.
- The Coordinator of Schools and Learning responsible for Career Development shall monitor annually the number and type of Apprenticeship Projects Credits applied for and awarded in each academic year.