

## Administrative Procedures

<b>AP-601</b>  <b>INSTRUCTIONAL PROGRAM</b>	<b>Date of implementation:</b> Fall 2006
	<b>Date of review:</b> December 6, 2023
	<b>Related Administrative Procedures:</b> <a href="#">AP 403 Admission of Students</a> <a href="#">AP 602 Services for Student with Diverse Needs and Intensive Supports</a> <a href="#">AP 606 Home-Based Education</a> <a href="#">AP-610 Distance Education Services</a> <a href="#">AP 616 Student Progress and Placement</a>

**Purpose:** It is the responsibility of the Director of Education to ensure that all programs and services offered in the Division are in accordance with provincial requirements, and within the parameters of the Division’s vision, mission, and strategic plan.

**Procedure:**

1) Supervision and Coordination

- a) The Director is responsible for the general supervision of curriculum and instruction within the schools and has the authority to delegate the implementation and ongoing development of the program of studies to Learning Superintendents, Coordinators, Consultants, Principals, and other professional staff.
- b) Principals are responsible for the organization and supervision of the instructional program and services offered in their schools. They will support teachers to implement the provincial Curriculum and Supports Documents, and will be guided by the Registrar’s Handbook, and Division learning documents.
- c) New curriculum programs and locally developed courses may be developed and evaluated as pilot programs. Teachers wishing to implement a pilot program are to submit a request to the Director or designate (Learning Superintendent) through the school principal. Learning Superintendents will use a process to monitor and assess the pilot and communicate to the system about it if necessary.

2) Adaptations and Accommodations

- a) Teachers are to implement the program of studies as outlined by the Ministry of Education’s Curriculum and Supports Documents and are expected to implement adaptations and accommodations to the approved program of studies to meet the needs of students in accordance with The Adaptive Dimension for Saskatchewan K-12 Students.

3) Programs of Study

- a) Regular Programs (Including French Immersion) – Teachers are to implement the programs of study within their teaching assignment in a manner consistent with the requirements of the

Ministry of Education and other guidelines, expectations and administrative procedures developed by the Division.

- b) Modified Programs – Placement of a student in a modified course of study will occur only after consultations with the teacher, parent or guardian, principal, and Learning Supports personnel.
- c) Alternate Programs – Placement of a student in an Alternative Program will occur only after consultations involving the teacher, parent or guardian, principal and Learning Supports personnel and in keeping with the Government of Saskatchewan’s Policy, Guidelines, and Procedures for Alternative Education Programs.
- d) Functional Integrated Programs – Placement of a student in a Functional Integrated Program will occur only after consultations involving the teacher, parent or guardian, principal and Learning Supports personnel and in keeping with Government of Saskatchewan’s Policy, Guidelines, and Procedures for Functional Integrated Programs.
- e) Programs for Students with Intensive Supports – Placement of students recognized as needing intensive supports or having diverse needs will be guided by AP-602 Services for Students with Diverse Needs and Intensive Supports.
- f) Pre-Kindergarten and Early Entrance Programming – In communities where Ministry approved Pre-Kindergarten programming exists, the determination of acceptance into the program will be made by a team comprised of but not limited to, the school principal and coordinator of Learning Support Services. AP-616 Student Progress and Placement and AP- 403 Admission of Students will guide the placement process.
- g) Outreach Programming – Outreach Programming may exist to support students who, for a variety of reasons, cannot attend in their local Prairie Spirit school. Outreach will serve to keep students connected to school programming and services for the purpose of stabilization and reintegration in regular school programming. A referral process will be facilitated by the Director Designate for Outreach Programming.
- h) Home-Based Programs – the Division provides services for families that choose home-based learning in accordance with the Saskatchewan Home-Based Education Policy Manual and in AP-606 Home-Based Education.
- i) Distance Learning – Access to distance learning courses are available through approved online learning providers. Full details are outlined in AP-610 Distance Education Services.
- j) Locally Developed Courses of Study – In the Registrar’s Handbook, see *4.8 Locally Developed Courses and Policy*.
- k) Special Project Credits – Appendix A
- l) Apprenticeship Credits – Appendix B
- m) Volunteerism 30 Credit – Appendix C

*References:*

*Provincial Curriculum and Supporting Documents*

*Registrar's Handbook for School Administrators*

*The Adaptive Dimension for Saskatchewan K-12 Students*

*Policy, Guidelines and Procedures for Alternative Education Programs, Alternative Grade 10, 11, and 12, 2016*

*Saskatchewan Home-Based Education: Policy and Procedures Manual, 2016-17*

*Acknowledgement for Placement in an Alternative Education Program* (internal document)

*Acknowledgement for Student Placement in a Functional Integrated Program* (internal document)

*Acknowledgement for Placement in a Locally Modified Course* (internal document)