



## AP 3-100 – ORGANIZATION FOR INSTRUCTION

### BACKGROUND

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

### PROCEDURES

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The Principal, in consultation with staff, shall develop a school plan which shall clearly outline the:

- . Organization of classes;
- . Organization of teacher assignments;
- . Course offerings of the school; and
- . The extra and co-curricular activities.

The Division recognizes that the function of assigning students to classes shall be the responsibility of the Principal in consultation with all staff members affected at that Division or instructional level. As much as possible, schools should utilize heterogeneous grade level groupings of students.

It is further recognized that there may be a need to group students in different grades or different courses in the same class.

The reconfiguration of a program requires the approval of the division.

Reference:

Regulation 68/97 of the Education Administration Act

**Adopted: August 2011**