

	<b>Administrative Procedure</b>	
	Subject	Instructional Program
	AP Code	200

## Background

All programs and services offered in the school shall be in accordance with provincial requirements and within the parameters of the school's vision, mission, guiding principles, and goals.

## Procedures

1. Supervision and coordination
  - 1.1. The Ministry of Education shall provide supervisory oversight to the instructional program in the school.
  - 1.2. The school director shall provide oversight of the implementation of the learning program in the school.
  - 1.3. The principal is responsible for the organization and supervision of the instructional program and services offered in the school subject to the direction provided by the Ministry and the school director.
  
2. Program of studies
  - 2.1. Teachers are to implement the program of studies as outlined by the Ministry of Education and in school guidelines and manuals.
  - 2.2. Key learning resources which are not on the Ministry of Education recommended resources list will be reviewed for approval at least every five years, or when a change in resources being utilized occurs. Resources which have been reviewed and approved for use in another Independent School are approved for use in any school in the same category (Associate, Qualified, Certified, Historical High School).
  - 2.3. Teachers, in consultation with the principal, are required to adapt the content of the approved program of studies to meet the needs of students.
  - 2.4. Modified, alternative and functional integrated programs to be used in the school require approval by the Ministry of Education.
  - 2.5. 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 Ministry of Education through the school principal.
  
3. Special project credits
  - 3.1. To meet credit requirements for graduation, the Ministry of Education recognizes three Special Project Credits per student for out-of-school initiatives, based on work proposed and completed by an individual student.
  - 3.2. Granting of credit for approved out-of-school initiatives recognizes student achievement in areas outside of the regular Secondary Level program. It encourages students to become involved in the selection, planning, and organization of their own programs.

- 3.3. The Special Project Credits shall be named Special Project 10, 20, or 30, and may be used to fulfill elective requirement(s) for graduation. Students must complete the credit(s) during grades 10 - 12. Special Project(s) may be used up to three times as electives to meet the 24-credit requirement or once to meet the Adult 12 required at the Secondary Level.
  - 3.4. Special Projects must require a minimum of 100 hours of work.
  - 3.5. Each project shall be carried out under the supervision of a teacher.
  - 3.6. The Special Project Proposal Template from the Registrars Handbook must be completed and approved prior to the student(s) beginning the project.
  - 3.7. The school and school division shall retain a copy of each Special Project Proposal on file for a minimum of five years.
4. Apprenticeship credits
- 4.1. To meet the credit requirements for graduation, students employed under the supervision of a journeyman or equivalent, in a trade in which the hours worked are eligible for apprenticeship credit, may earn up to four Secondary Level Apprenticeship credits based on work proposed and completed by the student. The Apprenticeship credits shall be named Apprenticeship A20, B20, A30, and B30 and may be used to fulfill the requirements for graduation.
  - 4.2. Granting of credit for approved apprenticeships recognizes student achievement in trades outside of the regular Secondary Level program. Only students who are registered in a secondary school in Saskatchewan and are working (employed) in a trade are eligible for Apprenticeship credits.
  - 4.3. The apprenticeship need not be related to a specific school subject. Apprenticeship credits may be used to meet the Practical and Applied Arts/Arts Education credit requirement or as electives to meet the 24 credit requirements at the Secondary Level.
  - 4.4. Approval process
    - 4.4.1. The application for Apprenticeship credits must be in place and approved prior to the student beginning the work for which he/she will receive credit.
    - 4.4.2. The principal and/or designate, in consultation with the student, will identify and secure a teacher supervisor who will supervise the apprenticeship.
    - 4.4.3. Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
      - 4.4.3.1. Evidence of employment in a trade including name, address, contact information of the employer, and supervising journeyman;
      - 4.4.3.2. A description of the trade-related work;
      - 4.4.3.3. The number of hours of work expected to complete the credit (minimum 100 hours);
      - 4.4.3.4. A description of the expected result;
      - 4.4.3.5. The evaluation procedures are jointly developed by the student, supervising teacher, and employer;
      - 4.4.3.6. The expected completion dates; and
      - 4.4.3.7. The name of the supervising teacher.
  - 4.5. The school shall retain a copy of each Apprenticeship credit application on file for a minimum of two years.
  - 4.6. The principal will make final approval of the Apprenticeship credit application.

- 4.7. When a project takes a student off-campus, the provisions of the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate.
5. Course challenge
  - 5.1. 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.
  - 5.2. A teacher who has taught a course at least twice is authorized to administer course challenges for that particular course.
  - 5.3. All challenges are to comply with Ministry of Education policy.

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## **References**

Registrar's Handbook for School Administrators  
The Education Act, 1995 – sections 85, 87, 175, 176, 177  
The Education Regulations, 2019 – sections 21-25, 37

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## **Date Adopted**

October 31, 2023

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## **Revised**

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