


<b>Administrative Procedures 200</b>	
<b>Organization for Instruction</b>	
	<b>Adopted:</b> June 28, 2011 <b>Amended:</b> August 22, 2019
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 156, 175, 194, 196</li> </ul>

## Background

The Principal is to determine the most effective utilization of teaching staff within the school, subject to Division standards and guidelines.

## Procedures

1. The Principal will consult with the staff, the School Community Council and the Superintendent of Education with responsibility for school operations when determining class groupings and configurations. (Refer to Form 201-1 School Program Plan.)
2. Emphasis is to be placed on small class sizes in the primary grades.
3. The following factors are to be considered in determining class size:
  - 3.1 Ability level of students.
  - 3.2 Strengths and experience of the teacher.
  - 3.3 Total workload of the teacher.
  - 3.4 Subject of instruction.
  - 3.5 Board policy and Division administrative procedures.
4. Acceptable enrolments in shops and labs are to be determined in consultation with the teachers regarding:
  - 4.1 Space requirements.
  - 4.2 Equipment provided.
  - 4.3 Safety.
  - 4.4 Board policy and Division administrative procedures.