



---

## **Background**

The Principal is responsible for determining the organizational method by which the school delivers its educational program to meet student needs. In deploying staff, the principal considers the workload of each staff member on site, timetable, amount of preparation and planning time, supervision of students and other professional duties as the principal may deem necessary for the proper and orderly functioning of the school. The principal is expected to oversee the organization of the plan for instruction.

## **Procedures**

1. The Principal, in consultation with staff, shall develop a School plan which clearly outlines the:
  - 1.1 Organization of classes;
  - 1.2 Organization of teacher assignments;
  - 1.3 Course offerings of the School; and
  - 1.4 Co-curricular and extra-curricular activities.
2. The function of assigning students to classes is the responsibility of the Principal, in consultation with all staff members affected at that instructional level. As much as possible, the School is to utilize heterogeneous groupings of students.
3. It is further recognized that there may be a desire to group students in different grades or different courses in the same class.

Reference:  
Education Act, s. 27, 52, 53, 54, 197, 222