

INSTRUCTIONAL PROGRAM

Background

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

Procedures

1. Supervision and Coordination

- 1.1 Superintendent of Operations shall provide supervisory oversight to their assigned schools.
- 1.2 Principals are responsible for the organization and supervision of the instructional program and services offered in the schools subject to the direction provided by the Director of Education and through Superintendents of Operations.

2. Program of Studies

- 2.1 Teachers are to implement the program of studies as outlined by the Ministry of Education and in school division guidelines and manuals.
- 2.2 Teachers, in consultation with their principals, are required to adapt the content of the approved program of studies to meet the needs of students.
- 2.3 Modified, alternative and functional integrated programs to be used in the school division require approval by Ministry of Education.
- 2.4 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 Superintendent of Learning through the school principal.

3. Special Project Credit

- 3.1 To meet credit requirements for graduation, the Ministry of Education recognizes three Special Project Credits per student for out of school initiatives, on the basis of 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 Special Project 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 division shall retain a copy of each Special Project Proposal on file for a minimum of five years.

4. Apprenticeship Credits

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 on the basis of 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.

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.

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.

Procedures

5. Approval Process

- 5.1 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.
- 5.2 The principal and/or designate, in consultation with the student, will identify and secure a teacher supervisor who will supervise the apprenticeship.
- 5.3 Students are required to submit a clearly planned proposal to the principal for approval. The proposal shall include:
 - 5.3.1 Evidence of employment in a trade including name, address, contact information of employer, and supervising journeyman.
 - 5.3.2 A description of the trade-related work.
 - 5.3.3 The number of hours of work expected to complete the credit (minimum 100 hours).
 - 5.3.4 A description of the expected result.

- 5.3.5 The evaluation procedures jointly developed by the student, supervising teacher, and employer.
- 5.3.6 The expected completion date.
- 5.3.7 The name of the supervising teacher.
- 5.4 The school division shall retain a copy of each Apprenticeship credit application on file for a minimum of two years.
- 5.5 The Superintendent of Operations will make final approval of the Apprenticeship credit application.
- 5.6 When a project takes a student off-campus, the provisions of the Work Study Guidelines for coordinating and monitoring shall apply, as appropriate.
- 5.7 All challenges are to comply with Ministry of Education policy.

6. Course Challenge

- 6.1 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.
- 6.2 A teacher who has taught a course at least twice is authorized to administer course challenges for that particular course at any school in Prairie South School Division.
- 6.3 All challenges are to comply with Ministry of Education policy.

Related Documents:

[The Ministry of Education – Registrar’s Handbook](#)

Core Curriculum – Principles, Time Allocations, and Credit Policy

<http://www.education.gov.sk.ca/policy>

Reference: Sections 85, 87, 175, 176, 177 of the Education Act
Sections 21-25, 37 Education Regulations

August 13, 2019