



## Organization for Instruction and Curriculum Delivery

### Background

The Principal is responsible for the organization of the plan for instruction in his/her school.

### Guidelines

#	Procedures	Roles and Responsibilities
1	<p>The Principal, in consultation with staff and superintendent’s office shall develop an instructional delivery plan which shall clearly outline the following for the coming school year:</p> <ol style="list-style-type: none"> <li>1. Organization of classes;</li> <li>2. Organization of teacher assignments;</li> <li>3. Assignable time for teachers;</li> <li>4. Projected preparation time for teachers;</li> <li>5. Projected administration time for Principals;</li> <li>6. Course offerings of the school; and</li> <li>7. Co-curricular and extra-curricular activities.</li> </ol>	<p>Principal Staff Principal Mentor</p>
2	<p>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, schools are to utilize heterogeneous groupings of students.</p>	<p>Principal School Staff</p>
3	<p>It is further recognized that there may be a desire to group students in different grades or different courses in the same class.</p>	<p>Principal</p>

### Definitions:

### Reference:

Not applicable

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Learning Services and Academic Success.