

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Organization of Instruction and Class Size

Procedure Type:	School Operations	Implementation Date:	JUL 23, 2014
Procedure Number:	4.04	Last Revised:	NOV 29, 2023
AP Owner:	Superintendent of Learning	Last Reviewed:	SEP 3, 2025
Legal Reference(s):	<i>The Education Act, 1995, s. 175</i> <i>The Education Regulations, 2019, s. 42</i>		

Background

The principal is responsible for the organization of the plan for instruction at their school. Class size is determined to best meet the needs of the students within the staffing allotment.

Scope

This procedure pertains to all schools within Living Sky School Division (LSKYSD).

Procedures

1. The principal, in consultation with staff, shall develop a school plan which outlines the following:
 - a. organization of classes,
 - b. organization of teacher assignments,
 - c. course offerings of the school, and
 - d. extra and co-curricular activities.
2. The function of assigning students to classes is the responsibility of the principal, in consultation with staff members affected at that particular instructional level. The following factors are to be considered in determining class size:
 - a. ability levels of students,
 - b. grade levels of students,
 - c. strengths and experiences of the teacher,
 - d. total workload of the teacher,
 - e. subject of instruction, and
 - f. multi-graded configurations.
3. The principal is to use a consultative approach concerning class groupings and configurations. The principal may consult with staff.
4. It is recognized that there may be a need to group students in different grades or different courses, who are in the same class.
5. Acceptable enrolments in shops and labs are to be determined in consultation with the teachers regarding the following:
 - a. space requirements,
 - b. equipment provided, and
 - c. safety.



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Related

AP 4.11 Hours of Instruction and School Year Calendar