

MANUAL OF ADMINISTRATIVE POLICIES

MODULE 6

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ADMINISTRATIVE POLICY NO. 601

INSTRUCTIONAL PROGRAM

It is the responsibility of the Director of Education to ensure that all programs and services offered in Light of Christ RCSSD are in accordance with provincial requirements, and within the parameters of the Board of Education's vision, mission, beliefs, and guiding principles.

PROCEDURES***1. Supervision and Coordination***

- a. The Director of Education or designate is responsible for the general supervision of the curriculum of the schools and a *Continuous Improvement Plan* for the division.
- b. The Director of Education has the authority to delegate the implementation and ongoing development of the program of studies to instructional superintendents, coordinators, consultants, principals, and other professional staff.
- c. The principal is responsible for the organization and supervision of the instructional program and services offered in the school.

2. Program of Studies

- a. Teachers are to implement the program of studies as outlined by the Department of Learning and the school division guidelines and manuals.

[http://www.sasklearning.gov.sk.ca/docs/policy/core
curr_pta/index.html](http://www.sasklearning.gov.sk.ca/docs/policy/core_curr_pta/index.html)

- b. Teachers, in consultation with their principals, may adapt the content of the approved program of studies to meet the needs of students.

- c. 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 Director or designate through the school principal.

3. *Special Project Credit*

- a. A special project credit may be used once by a student at the secondary level to meet credit requirements for graduation.
- b. The special project is to be for an out-of-school initiative based on work proposed and completed by the individual student.
- c. Principals in consultation with the Director or designate are authorized to approve student projects which comply with Department of Learning policy.

http://www.sasklearning.gov.sk.ca/docs/policy/corecurr_pta/elec.html#1

4. *Course Challenge*

- a. Principals in consultation with the Director or designate are authorized to administer the course challenge process by students to a minimum of two credits per student at the 10 or 20 levels.
- b. A teacher who has taught a course at least twice is authorized to administer course challenges for that particular course.
- c. All challenges are to comply with Department of Learning policy.

<http://www.sasklearning.gov.sk.ca/docs/policy/course/index.html>

ADMINISTRATIVE POLICY NO. 602**SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

Light of Christ RCSSD recognizes its responsibilities toward the education of students with special needs. The Board approves the provision of special programs, facilities, and services as recommended by the Director of Education to meet the needs of these students.

The Division adheres to the concept of placing students in their most enabling environment, and supports the process of inclusion of students with special needs.

PROCEDURES***1. Specialized Programs and Services***

- a. The Director of Education is responsible for the implementation, maintenance, and supervision of programs and services for students with special needs.
- b. The Director of Education has the authority to delegate the implementation and ongoing development and operations of the student support services program to instructional superintendents, coordinators, consultants, teachers, and other division employees involved in the delivery of special services.
- c. The Director of Education or designate is to maintain in a current and up-to-date status the school division's *Inclusive Education Handbook*.
- d. The *Inclusive Education Handbook* is to outline in specific detail the delivery system for special education within the school division. It is to be consistent with the vision, mission, and guiding principles of the school division, and to pertinent policies of the Department of Learning and *The Education Act, 1995*.

ADMINISTRATIVE POLICY NO. 603

CITIZENSHIP EDUCATION

All students in Light of Christ RCSSD are to receive instruction in Canadian citizenship and participate in patriotic observances and exercises.

PROCEDURES

1. A photograph of the current Monarch is to be placed in each school in a highly visible location.
2. Each school is to display the Canadian and Saskatchewan flags.
http://www.gr.gov.sk.ca/protocol/Practice/flag_procedures.htm
3. *The Canadian Charter of Rights and Freedoms* is to be displayed in each school.
<http://laws.justice.gc.ca/en/charter/>
4. Students are to stand respectfully when “O Canada” is sung and/or played during school assemblies and at the beginning of classes.
5. Remembrance Day is to be observed in all schools.

ADMINISTRATIVE POLICY NO. 604

RELIGIOUS EDUCATION

Religious education influences all activities in Light of Christ RCSSD as a lived experience permeating curricular and extra-curricula activities.

PROCEDURES

1. All elementary school students in the division are to receive religious instruction according to the locally determined course options provided within the framework of the curriculum of the Province of Saskatchewan.
2. All secondary students in the school are to be enrolled in a Christian Ethics course at each grade level.
3. Principals are to ensure that a crucifix and pictures of the current Bishop, Eparch and Pope are placed in an appropriate public area of their schools.
4. Teachers are to ensure that a crucifix and appropriate religious pictures and icons are visible in their classrooms.
5. Principals are to ensure that the school day commences with morning prayer and that appropriate prayers and liturgies are an integral part of school assemblies and functions.

ADMINISTRATIVE POLICY NO. 605

HOME-BASED EDUCATION

Light of Christ RCSSD recognizes the right of parents residing within the school division to choose home-based instruction for their children.

Students participating in home-based education are students of the school division and are required to be registered as such.

PROCEDURES***1. Registration***

- a. In general, the board supports the idea of providing home-based educators with those services and materials that are ordinarily provided to students attending school.
- b. As part of the registration process, parents of home-based students are requested to identify the services or materials that they wish to access or have provided.
- c. In addition to the guidelines from the Ministry of Education for a Written Educational plan, parents are required to submit their plans to include Catholic faith formation.
- d. Parents will be provided opportunities to become familiar with a school, subject to the Attendance Areas policy. Unless otherwise agreed upon, materials or services will be accessed from the school within the attendance area.
- e. Home-based students who are registered by September 30th are eligible for annual funding to a maximum of \$650.00 per student to be used for the purchase of resources, materials, and/or services to support the educational plan. Parents are asked to submit a record of expenditures in order to access this funding.

2. Annual Progress Report

- a. Parents or guardians are to provide an annual progress report for each student by June 30.
- b. The Director of Education or designate may schedule a conference with the parents to review the student's progress.

3. Activities

- a. The following services will be available to home-based educators:
- Textbooks and curriculum guides that have been purchased for programs offered in the schools.
 - Supportive instructional materials from the school providing this does not significantly interfere with the program offering at the school.
 - Access to use of school libraries or resource centers, subject to lending policies established for each library or center, providing this does not significantly interfere with the program offering at the school.
 - Driver Education. The request for such service shall be made during the registration process of the school year in which the student is eligible.
 - Courses offered by the Saskatchewan Distance Learning Center.
 - Access to selected in-school subjects.
 - Participation of home-based students in field trips, special events, or extra-curricular activities at the school, subject to school-based criteria and attendance area policy. Parents are responsible for ensuring that the schools receive reasonable notice of the desire to participate, and recognize that such participation may require payment of extra cost associated with the program.
 - Photocopying of student materials. Parents are expected to contact the appropriate school official, such as the school secretary, to arrange for this service.
 - Access to school equipment or school programs. Parents are required to request this access as part of the registration process. Consideration will be given on an individual basis.
 - Once per school year, access to the administration, scoring and interpretation of standardized achievement tests that are currently available in the school division.

4. Home-Based Students with Special Needs

The Board of Education recognizes a responsibility for meeting the identified special needs of students as well as its interest in identifying the existence of special needs.

1. The policy for students with special needs shall detail the services and means of accessing services. The framework for these services is as follows:

a. The Board will provide assessment services directly or through agencies ordinarily used by the Division for assessment.

b. Services for students with special needs will be developed appropriately for the specific needs of the individual student in consultation with parents.

Services will be based upon the following:

- The recommendations from the assessment and diagnostic procedures.
- The capacity of the home-based setting to make the appropriate instructional modifications;
- The funding recognition of Saskatchewan Learning.

5. Facility Use

1. Home-based educators and students may be provided access to school facilities subject to school division policy, where this access would support the home-based educational program.

2. The Board agrees to provide a meeting place for parents, at no charge.

6. Dispute Resolution

Disagreements relating to home-based education programs shall be resolved in accordance with Regulations 17 and 18 of Saskatchewan Learning's document "Home-Based Education Program Regulations".

ADMINISTRATIVE POLICY NO. 606

PHYSICAL EDUCATION

Light of Christ RCSSD supports the concept that the educational program in the school division is to encourage the healthy and physical development of students and to develop a life- long emphasis on wellness.

PROCEDURES

1. Each school is to include in its instructional program the provincially recommended time for physical education.
2. Students are to comply with the physical education dress standards prescribed by their school.
3. Each school is to provide for a service program in physical education and intramural and co-curricular programs when deemed appropriate.
4. Each school will refer to the *Physical Education Safety Handbook* regarding safety guidelines.

ADMINISTRATIVE POLICY NO. 607

FAMILY LIFE EDUCATION

Light of Christ RCSSD supports the use of the Catholic family life program entitled *Fully Alive* for all students in grades 1 to 8 as endorsed by the Council of Saskatchewan Bishops.

Light of Christ RCSSD recognizes the right of parents to educate their own children in matters of family life.

PROCEDURES

1. The *Fully Alive* program is to be taught to all students as an essential part of the grades 1 to 7 religion program and the grade 8 Christian Ethics program.
2. Notification is to be sent home to parents well in advance of teaching Theme Three of the program. This theme contains information on human anatomy and physiology of human sexuality.
3. Parents are to be given the opportunity to withdraw their children from instruction on Theme Three upon making suitable arrangements with the principal for instruction at home.
4. HIV/AIDS is to be taught in a Catholic ethical context in the Religion/Christian Ethics programs.
5. It is to be made clear to students that the acceptable way to avoid AIDS is to practice chastity, and to avoid the illicit use of drugs. At the appropriate grade levels condom use is to be discussed emphasizing the Church's position on the morality of sexual activity, and the research on the relative effectiveness of the condom in preventing social diseases.
6. Parents are to be given the opportunity to withdraw their children from instruction on HIV/AIDS upon making suitable arrangements with the principal for instruction at home.

ADMINISTRATIVE POLICY NO. 608

DRIVER EDUCATION

Light of Christ RCSSD provides driver education in accordance with *The Education Act, 1995*.

PROCEDURES

1. Principals are responsible for scheduling driver education within the school day.
2. The principal is to establish and review the guidelines for driver education with the driver education instructor early in the school year.
3. The principal is to report to the Director of Education any on-going and major concerns with the program.

ADMINISTRATIVE POLICY NO. 609**PURCHASE OF SERVICES**

Light of Christ RCSSD may contract for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the division.

PROCEDURES

1. The Director of Education or designate may recommend the purchase of services from other institutions and school divisions when Light of Christ RCSSD is unable to provide a specific program or service for a student with special needs. Such service or program is to be consistent with those provided in accordance with Department of Learning regulations and policies.
2. The Director of Education or designate may recommend the purchase of service from another school division when lack of classroom space or geographical location necessitates transportation to another school division.
3. Distance education courses are to be considered for students when the school is unable to provide instruction. Principals are authorized to approve the purchase of these services.
4. All services purchased in accordance with this procedure are to be reported to the Superintendent of Administration, who is responsible for payment of the service.

ADMINISTRATIVE POLICY NO. 610**INSTRUCTIONAL RESOURCES**

Light of Christ RCSSD authorizes the purchase of instructional materials to meet and satisfy the vision, mission, and guiding principles of the school division.

Some of these materials include student textbooks, library books, science supplies, instructional equipment, paper, and other materials including non-print and electronic resources

PROCEDURES***1. General***

- a. Classroom instructional materials are to be selected from the Department of Learning guides and from other sources that meet curricular objectives and division formulated guidelines.
- b. Students are to provide their own school supplies according to the supply lists provided by the school.
- c. In general, materials used for instructional purposes in industrial arts, home economics, and sciences are to be supplied to the student. However, in some areas where students are using consumable materials or supplies a fee may apply. Refer to ADMINISTRATIVE POLICY NO.417—STUDENT FEES.

2. Selection of Resources

- a. Professional staff are to provide students with a wide variety of materials at varying levels of difficulty with diversity of appeal and varying points of view that are consistent with the beliefs and goals of the school division.
- b. While the selection of learning resources may involve many people—administrators, teachers, students, community persons—the responsibility for selection and purchase rests with the principal and professional staff.
- c. Materials selected for the school library resource centers are to be consistent with the following guidelines:
 - i. They support and are consistent with educational goals of the province, division, individual school, and specific courses.
 - ii. They are appropriate for the subject area, as well as age and ability of student for whom they are intended.
 - iii. They meet high standards of quality in factual content, accuracy, balance, integrity, and presentation.
 - iv. They are developed by authoritative and competent authors and producers.
 - v. They are consistent with the vision, mission and guiding principles of the school division.

3. Challenged Resources

- a. Any resident or employee of the school division may formally challenge learning resources used in division schools.
- b. The challenge must be on the basis of appropriateness.
- c. Requests for reconsideration of materials may be informal or formal:
 - i. **INFORMAL**

The school receiving a complaint regarding a learning resource is to try to resolve the issue informally:

- The principal or other appropriate staff is to explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.

- The principal or other appropriate staff is to explain the particular place the questioned resource occupies in the education program, its intended usefulness, and additional information regarding its use. The principal or other appropriate staff may also refer the party to someone who can identify and explain the use of the resource.
- If the questioner wishes to file a formal challenge, a *Request for Reconsideration of Learning Resources* form is to be given to the person.

ii. FORMAL

All formal objections to learning resources are to be made on the *Request for Reconsideration of Learning Resources* form:

- The form is to be filed with the principal
- The principal is to submit the form to the Director of Education
- The Director is to submit the form to a reconsideration committee composed of one member of the division staff chosen by the Director, a member of the school teaching staff, a teacher librarian, and the Superintendent of Instruction.
- The reconsideration committee may choose to consult division support staff and/or community persons with related professional knowledge.
- The reconsideration committee is to review the challenged resource and judge whether it conforms to the guidelines for selection.
- The reconsideration committee is to:
 - Examine the challenged resource
 - Determine the professional acceptance by reading critical reviewers of the resource
 - Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
 - Discuss the challenged resource in context to the educational program
 - Prepare a written report
- The written report is to be discussed with the individual questioner if requested.
- The written report is to be retained by the Director, with copies forwarded to the principal and complainant.

- The decision of the reconsideration committee is binding on the individual school.
- Notwithstanding this procedure, the questioner has the right to appeal any decision of the reconsideration committee to the Board of Education as the final review panel.

ADMINISTRATIVE POLICY NO.611**SECOND LANGUAGE LEARNING – OTHER THAN ENGLISH**

Light of Christ RCSSD believes that each child should have the opportunity to explore and learn languages other than English.

The Board believes that language learning develops awareness, sensitivity, appreciation and respect for one's culture, as well as other cultures.

PROCEDURES

1. Language learning opportunities may be provided through:
 - a. Immersion and Bilingual Education programs
Immersion and bilingual programs are provincially designated programs where the language of instruction is 50% or more of a school day or year.
 - b. Core Programs
Core programs are provincially recognized programs in which instruction does not usually exceed the equivalent of 150 minutes per week.
 - c. Heritage Languages
Heritage language programs provide instruction in languages other than Aboriginal languages or the two official languages of Canada – English and French.
2. The designation of schools for immersion and bilingual programs is to be as outlined in *The Education Act, 1995*.
3. The Board reserves the right to determine the location and grade levels for language learning offerings.
4. Program offerings are to meet the goals, objectives, and requirements of provincially approved courses of study.

5. Approval to introduce a language option in any school must meet the following criteria:
 - i. Community support,
 - ii. Sufficient enrolments to ensure a viable and sustainable program,
 - iii. Taught by qualified second language teachers within the staff and,
 - iv. Commitment to offer the program to students for its duration once they have entered the program.