

ADMINISTRATIVE PROCEDURES

SUBJECT: Secondary School Organization

Definition: Organization in this Procedure means a school timetable of semestered, year long, or combined schedules.

PROCEDURE

1. A recommendation to change from the semester system to a traditional or combined schedule will be made by the Principal only after a full consultation process with staff, students and School Council.
2. A recommendation to change the school organization will be made by the Principal with approval by the Director of Education.
3. Prior to a decision to change the organizational structure of a school, a detailed costing would need to be developed.
4. A decision regarding school organization will be made prior to January 31.
5. The decision to change school organization will be communicated to all stakeholders including the following: senior administration, trustees, staff, students, parents, feeder schools and the entire school community.
6. School organization will be reviewed annually.

Implementation Date: January 12, 2000

Reference: Policy