

Administrative Procedure 6120

Organization for Instruction

Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Alternative Senior Years Credits](#)

[Assessment, Evaluation and Reporting](#)

[Challenge for Credit](#)

[Community Service Credit](#)

[Extra-curricular Programs](#)

[Graduation Requirements](#)

[High School Dual Credits](#)

[Offsite Programs and Activities](#)

[Substitution of Credits in Unusual Circumstances](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba K-12 Curriculum](#)

[Manitoba Regulation 167/99 \(High School Graduation Requirements\)](#)

The Interlake School Division (ISD) supports and mandates the Manitoba Education curriculum requirements for K-12 in all schools for English, French Immersion and Senior Years Technology programming. Schools will offer the entire core curriculum, as well as many optional components. The Division is committed to additional programming and services including extra-curricular programming and Student Support Services.

A. English Program

The Interlake School Division offers 13 grades (Kindergarten to Grade 12), which are grouped as follows:

Groupings	Grades	Approx. Age of Students
<u>Early Years</u>	Kindergarten to Grade 4	5 to 10 years
<u>Middle Years</u>	Grade 5 to Grade 8	10 to 14 years
<u>Senior Years</u>	Grade 9 to Grade 12	14 to 18 years

Kindergarten

Kindergarten is an optional year of schooling offered by the Interlake School Division. The percentage time allotments for Grade 1-6 (below) are used as a guide for instructional time in Kindergarten. Kindergarten classes adhere to the mandated time allotment for Physical Education/Health Education. Kindergarten classes follow the provincial curriculum.

Grades 1-8 (Early-Middle Years)

The [Manitoba Education English Program time allotment table](#) (below) describes the expectations for the subject area time allotments in the English Program for Grades 1 to 8. ISD requires each school in the Interlake School Division to adhere to the recommended and mandated time requirements contained in the Manitoba Education subject area time allotment table.

Early and Middle Years Recommended Subject Area Time Allotments			
Subject Areas		Grades 1 to 6	Grades 7 and 8
Compulsory	language arts (English)	35%	27%
	mathematics	15%	17%
	science	10%	13%
	social studies	10%	13%
	physical education/health education (mandated)	11%	9%
	arts education	10%	8%
Optional	e.g., French, other languages, Aboriginal studies, etc.	9%	13%

Grades 9-12 (Senior Years)

Grades 9 to 12 are organized around a system of credits. A credit represents 110 hours of course-specific instruction and classroom-based learning experiences. Students earn credits when they achieve a final mark of 50 percent or more for courses. See [English Program Graduation Requirements](#) for details on credit requirements.

Subject Table Handbook

The purpose of the [Subject Table Handbook](#) is to support schools by providing basic information to assist schools in completing the Professional School Personnel system (PSP) forms; by providing basic information to schools for entering student records into the Student Information System (SIS); and by providing subject computer codes for courses developed by Manitoba Education and for those approved or registered by the Department.

Program Delivery

ISD shall provide all students with access to high school programming to the completion of Grade 12. If the ISD is unable to provide this programming in a local school, then a variety of delivery options are available to assist students to graduate.

High school program delivery options may include any one or combination of the following:

1. Designated school with Grades 9-12 programming.
2. Any ISD high school with Grades 9-12 programming.
3. Students attend a program in another school division when that program is not offered in ISD schools.
4. Distance education.

B. French Immersion Program

French Instruction Requirements:

- French is used as the language of instruction for a significant part of the day from Kindergarten to Grade 12.
- In Kindergarten, the language of instruction is French, with occasional exceptions.
- From Grade 1 to Grade 6, subjects are taught in French for at least 75% of the time.
- For Grades 7 and 8, courses are taught in French for the majority of the time, up to 80%.
- From Grade 9 to Grade 12, a minimum of 14 credits from courses taught in French are required.
- Cultural and extra-curricular activities in French are offered to support language skill development outside the classroom.

Grades 1-8 (Early-Middle Years)

The [Manitoba Education French Immersion time allotment table](#) (below) describes the expectations for the subject area time allotments in the French Immersion Program for Grades 1 to 8. ISD requires each French Immersion school in the Interlake School Division to adhere to the recommended and mandated time requirements contained in the Manitoba Education subject area time allotment table.

French Immersion Program – Recommended Subject Area Time Allotments			
Subject Areas		Grades 1 to 6	Grades 7 and 8
Compulsory	English language arts - Immersion	20%	14%
	<i>Français</i>	15%	13%
	<i>Mathématiques</i>	15%	17%
	<i>Sciences de la nature</i>	10%	13%
	<i>Sciences humaines</i>	10%	13%
	<i>Éducation physique et Éducation à la santé</i>	11%	9%
	<i>Éducation artistique</i>	10%	8%
Optional	ex. : career development	9%	13%
Total		100%	100%

Grades 9-12 (Senior Years)

Senior Years Credit System and Graduation Requirements

Grades 9 to 12 are organized around a system of credits. Students may earn one credit by successfully completing a course designed for a minimum of 110 hours of instruction.

French Immersion Diploma

Students entering Grade 9 in September 2023 or earlier:

To obtain a French Immersion High School Diploma, students entering Grade 9 in September 2023 or earlier must achieve a minimum of 30 high-school credits of which a minimum of 14 must be taught in French.

Students entering Grade 9 in September 2024 or later:

To obtain a French Immersion High School Diploma, students entering Grade 9 in September 2024 or later must achieve a minimum of 30 high-school credits of which a minimum of 15 must be taught in French.

(See tables on the following page for details)

Credit Requirements for French Immersion Diploma (entering Grade 9 in September, 2023 or earlier)

	Required Minimum Number of Credits from Courses Taught in French	Compulsory French Courses	Other Courses Taught in French
Grade 9	4 credits	Français langue seconde – immersion	Students must earn 10 or more credits from courses taught in French from the options available to them. Details are found in the following documents: <ul style="list-style-type: none"> Graduation Requirements for the Senior Years French Immersion Program Other Credit Options in French Immersion
Grade 10	4 credits	Français langue seconde – immersion	
Grade 11	3 credits	Français langue seconde – immersion : langue et communication	
Grade 12	3 credits	Français langue seconde – immersion : langue et communication	
	Minimum of 14 credits	4 credits	Minimum of 10 credits

Credit Requirements for French Immersion Diploma (entering Grade 9 in September, 2024 or later)

	Required Minimum Number of Credits from Courses Taught in French	Compulsory French Courses	Other Courses Taught in French
Grade 9	4 credits	Français arts langagiers – immersion	Students must earn 11 or more credits from courses taught in French from the options available to them. Requirements for graduation can be found at: <ul style="list-style-type: none"> Graduation Requirements for the Senior Years French Immersion Program Other Credit Options in French Immersion
Grade 10	4 credits	Français arts langagiers – immersion	
Grade 11	3 or 4 credits	Français arts langagiers – immersion	
Grade 12	3 or 4 credits	Français arts langagiers – immersion	
	Minimum of 15 credits	4 credits	Minimum of 11 credits

C. Senior Years Technology Education Program

Technology Education includes the courses found in the subject areas of vocational industrial, industrial arts, human ecology/home economics, and business and marketing education.

See [Senior Years Technology Program Graduation Requirements](#) for details on credit requirements.

D. Curriculum Requirements

The school program of instruction must be organized in a manner that ensures that all students are introduced to, and assisted in, the acquisition of knowledge, skills, attitudes of the prescribed curriculum in the appropriate program.

The Principal of the school shall be responsible for the following:

- Develop a school timetable, annually, that reflects appropriate time allocations as recommended by Manitoba Education.
- Assign teaching staff to deliver the required program/grade level needs of the school and shall assign staff in such a manner as to best utilize their areas of strength and interest.
- Ensure that teachers are provided with appropriate curriculum guides or online access to curricula as well as resources to support curriculum implementation.
- Ensure that teachers utilize the appropriate curriculum guides in the preparation of Course Outlines, Unit Plans, and Lesson Plans.
- Monitor the effectiveness of each teacher in meeting the objectives for each program being offered.
- Provide information to parents on the subject area time allotments of the school.