

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## ADMINISTRATIVE PROCEDURES SERIES 600 - EDUCATIONAL PROGRAM

AP 602 PROGRAMS OF INSTRUCTION  
AP 602.12 Programs of Choice

### Process for Submitting School and / or Community Proposals

- A. Prior to submission of a proposal to the Board, consultation with the Superintendent or designate must occur.
- B. A written proposal including clear rationale for the Program will be submitted to the Board of Education. The proposal will contain, but is not limited to:
  1. An overview of the Program accompanied by the goals, and objectives, and an implementation time line for the program.
  2. A statement which outlines the educational value of the program for the district; including how the proposal is distinct from existing educational programs or provides a particular educational experience not currently offered in the District.
  3. A clear indication of the school population to be served including number of students, age, grade levels, and learner characteristics.
  4. A clear description of the qualifications and nature of teaching and support staff required to offer the Program.
  5. A clear description of the facilities required to offer the Program both in the immediate and long-term.
  6. An analysis of the possible impact on other classes and students within the school, school culture, and the possible impact on other schools in the District.
  7. Parent Advisory Council (PAC) support for the Program . This support is to be documented in a letter to the Board Chair from the PAC President/Chair, stating the motion, the number present at the meeting and the outcome of the voting. The PAC meeting held for this purpose, is to be advertised two weeks in advance of the vote being taken, advising PAC members of the topic to be considered. A copy of this notice is to be included in the letter to the Board Chair.
  8. School Planning Council (SPC) support for the program. This support is to be documented in a letter to the Board Chair from the SPC Chair, stating the motion, the number present at the meeting and the outcome

of the voting. The SPC meeting held for this purpose, is to be advertised two weeks in advance of the vote being taken, advising SPC members of the topic to be considered. A copy of this notice is to be included in the letter to the Board Chair.

9. Student registration guidelines, including how students will be selected.
10. Evidence of such similar programs' success where operating in other school districts.
11. Sources and sustainability of additional funds (where necessary), including a proposed budget. Where Fees are being considered to maintain the program, the School Planning Council must approve the proposed program before it is submitted to the Board for consideration.

C. The Board may direct the Superintendent to conduct a feasibility study, which will set out costs, enrolment projections and other issues that may include:

1. Staffing / human resources requirements.
2. Facilities, both interim and long-term requirements.
3. Program development and implementation.
4. Administrative requirements.
5. Sources of funding / revenue including government, private, or corporate services and any obligations of the Board in the event outside funds are provided.
6. A proposed implementation timeline.
7. Effects on the school housing the program, and other schools in SD 48.
8. Results of any survey information.

D. Where a Program of Choice is approved by the Board, the implementation will be the responsibility of the school hosting the Program, with district staff participation, as necessary.