



### AP 232 – Programs of Choice

#### Purpose

Nanaimo Ladysmith Public Schools recognizes its obligation, consistent with the *School Act* and relevant provincial legislation, to provide an educational program for all students of school age. It is the goal of the Board to offer programs that promote excellence in instruction and optimal achievement for all students.

The Board may support community or district initiated educational programs that bring a particular educational emphasis to student talents or to particular student needs, within the parameters of provincially prescribed and/or locally developed curriculum.

#### Procedure

New programs considered will:

1. Have a clearly articulated program rationale;
2. Acknowledge parental desire for programs with a particular educational emphasis;
3. Fulfill a recognized educational need separate from existing programs and services;
4. Be free from any religious or ethnic affiliation;
5. Be consistent with Board policies;
6. Be funded at the same levels, with respect to resources and staff, as those established for current grades and programs. Any additional costs for establishing or maintaining the program will be the responsibility of the school;
7. Conform to collective agreements;
8. Identify the potential impact on other schools in the district;
9. Not affect operational needs of the school district;
10. Be available to all students in Nanaimo Ladysmith Public Schools, within program guidelines and available school space;
11. Be housed in facilities where space permits and which are suitable to the program;

12. Be maintained without transportation assistance from the Board;
13. Be subject to normal planning and staffing schedules established by the district; and
14. Be subject to evaluation on an ongoing basis by the Board.

### Process for Submitting 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. The proposal will contain:
  1. An overview of the program accompanied by the goals and objectives and implementation timeline for the program.
  2. A statement that outlines the educational value of the program for the District, including how the proposal is distinct from existing educational programs or fills a particular educational need not currently offered in the District.
  3. A clear indication of the intended school population to be served including age, grade levels, learner characteristics, and the number of students to be served.
  4. A clear description of the qualifications and nature of teaching 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 schools in the district.
  7. Evidence of PAC, School Planning Councils and community support for the program which demonstrates that parents have an understanding of the proposal and have or will have children who will enrol in the program.
  8. Student registration guidelines that include how students will be selected.
  9. Evidence of the success of similar programs that are operating in other school districts.
  10. Sources and sustainability of additional funds (where necessary).
  11. A sample of the program registration and promotion form (or flyer).
- C. Upon receipt of a proposal, the Board may direct the Superintendent or designate to conduct a feasibility study, which will set out costs and other issues that may include:

1. Staffing/Human Resource requirements.
  2. Facilities, both interim and long-term requirements
  3. Program development and implementation.
  4. Administrative requirements.
  5. Sources of funding and 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. Affects on other schools.
- D. Where a program is approved, the implementation will be the responsibility of the school with the district acting in support, as needed.

Adopted: April 1, 2004