

<b>Section:</b>	<b>School Administration</b>	
<b>Title:</b>	<b>New Schools of Choice and Programs of Choice</b>	<b>300-4</b>

## Purpose

This procedure establishes the guidelines and process for implementing new Schools and/or Programs of Choice.

## General Guidelines

1. Develop and submit a preliminary proposal for a School of Choice or Program of Choice to the Board of Education that includes:
  - a. Executive Summary;
  - b. Rationale, goals, objectives, strategies and structures;
  - c. High level implementation timeline;
  - d. Evidence of similar programs' success where operating in other districts;
  - e. Identification of the recognized education need and educational value of the program that is separate from existing programs and services and that the educational need not currently offered in the district;
  - f. Identification of the intended school population to be served including age, grade levels, learner characteristics and the number of students to be served;
  - g. Preliminary student registration guidelines including how students will be selected;
  - h. Preliminary identification of:
    - i. the facilities required to offer the program both in the immediate and long-term;
    - ii. the staffing needs, including the qualifications of staff required to offer the program;
    - iii. the potential impact on other schools in the district;
  - i. Demonstrate parent support for a particular educational emphasis, including evidence of preliminary PAC and community consultation regarding the new the program / school that demonstrates parents have an understanding of the proposal and have or will have children who will enroll in the program;
  - j. Demonstrate that the school of choice or program of choice:
    - i. Is free from religious or ethnic affiliation;
    - ii. Is consistent with Board of Education policies;
    - iii. Conforms with collective agreements;
    - iv. Does not negatively impact the operational needs of the district;
    - v. Would be available to all students in the district;
    - vi. Can be maintained without transportation services.
  
2. Upon receipt of a proposal, the Board may request a feasibility study to confirm:
  - a. Costs and funding sources
  - b. Staffing needs
  - c. Facility needs
  - d. Detailed program development and implementation tasks
  - e. Administrative needs
  - f. Detailed Implementation timeline
  - g. Comprehensive analysis of the effects on other schools

3. If accepted, the Board may initiate formal public participation in the decision making process, including formal consultation with the PAC and other partner groups.

**Date of Original Superintendent Approval:** February 2005 (Procedure #311)

**Date Amended:** January 2017

*Policy Definitions:*

- *Program of Choice – means a School District initiated program approved by the Board and designated to run in one or more school sites.*
- *School of Choice – means a school other than the neighbourhood school that parents choose to have their child(ren) attend.*

**Cross Reference:** [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)  
[Transportation Services Policy](#)