

School District #62 (Sooke)

Specialty Academies	No.: B-349
	Effective: Mar. 25/14 Revised: Jan. 26/16; May 4/21 Reviewed: Jan. 26/16; May 4/21;

ADMINISTRATIVE REGULATIONS

New Programs considered will:

1. Have a clearly articulated specialty academy rationale.
2. Require consultation with the Parent Advisory Council (PAC) and the approval of the Board of Education.
3. Fulfill a recognized educational need separate from existing specialty academy programs and services.
4. Be free from any political, religious or ethnic affiliation.
5. Be consistent with Board policies, regulations and administrative procedures.
6. Have a fee structure that is based on the board charging a fee to a student enrolled in a specialty academy related to the direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard education program.
7. Provide bursary opportunities for any students who require financial assistance to participate in a specialty academy.
8. Be available to all students in the Sooke School District based on space availability.
9. Identify the potential impact on other schools in the District.
10. Be maintained without transportation assistance from the Board.
11. Be subject to normal planning and staffing schedules established by the district.
12. Be subject to program evaluation including fee structure and audit 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 and the District Principal of Academies must occur.
- B. A written proposal, including clear rationale for the Program, will be submitted to the School 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 which 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. Community support for the Program which demonstrates parents have an understanding of the proposal and have or will have children who will enroll in the Program.
 8. Student registration guidelines, including how students will be selected.
 9. Evidence of such similar programs' success where 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 and/or District Principal of Academies 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
 6. A proposed implementation timeline.
 7. Effects on other schools.
- D. Where a program is approved, the implementation will be the responsibility of the District Principal of Academies and the school hosting the Program.

Changes to Academy Programs: Modification, Cancellation, Pause or Delay

Prior to any changes in established academy programs, consultation with the Superintendent or designate and the District Principal of Academies must occur.

A. Modification:

1. Have a clearly articulated rationale for modifying the existing Academy Program.
2. Consultation with school-based administration.
3. Consultation with the Parent Advisory Council (PAC).
4. Consultation with current families enrolled.
5. Notification sent to the Board of Education.

B. Cancellation of an Academy Program (program will no longer be offered):

1. Have a clearly articulated rationale for cancelling the existing Academy Program.
2. Consultation with school-based administration.
3. Consultation with the Parent Advisory Council (PAC).
4. Consultation with current families enrolled.
5. Notification sent to the Board of Education.

C. Pausing or delaying a current Academy Program (due to enrolment, facility type issues):

1. Have a clearly articulated rationale for pausing the existing Academy Program.
2. Consultation with school-based administration.
3. Consultation with the Parent Advisory Council (PAC).
4. Consultation with current families enrolled.
- 5.** Notification sent to the Board of Education.