

Administrative Procedures Manual	Administrative Procedure 220
	Programs of Choice
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019, August 2016
LEGAL REFERENCE:	Section 3, 11, 13, 18, 19, 52, 53, 222 Education Act Guide to Education, ECS to Grade 12

Background

To provide for parental choice and to meet specific learning needs, Programs of Choice may be offered in the Division.

Definition

Program of Choice means an education program that:

- Emphasizes a particular language, culture, religion, pedagogical approach or subject matter.
- Uses a particular teaching philosophy; but that is not:
 - A special education program required under Section 20 (Home Education) of the Education Act.
 - A program referred to in Section 14 of the Education Act, Francophone education.
 - A program of religious education offered by a separate school board.

Procedures

1. Each Program of Choice proposal must include the following elements:
 - 1.1 Background research;
 - 1.2 Philosophy, objectives and mission statement;
 - 1.3 Distinguishing feature of the Program of Choice;
 - 1.4 Operational budget;
 - 1.4.1 Any fees for non-instructional costs must be noted.
 - 1.5 Staffing profiles desirable to meet the Program of Choice objectives;
 - 1.6 Evaluation of Program of Choice methodology and objectives;
 - 1.7 Projected student population and geographical location/ages;
 - 1.8 Transportation of students to and from the Program of Choice;
 - 1.9 Curriculum and instructional materials in addition to Alberta Education curriculum; and
 - 1.10 School Council implications.
 - 1.10.1 A list of start-up costs and sources of funding should be part of any program in this area

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2. Criteria for development and continued support of a Program of Choice

- 2.1 All Board policies and Division administrative procedures apply unless specifically exempted by the Board.
- 2.2 A supportable education approach and numbers of students sufficient to warrant the program.
- 2.3 Does not infringe on the rights of other students.
- 2.4 Follows Alberta Education Curriculum.
- 2.5 Integrated as part of the Division system within existing schools wherever feasible.
- 2.6 Financially viable.
- 2.7 Transportation to Programs of Choice would be at no additional cost to the Division.
- 2.8 Staff are employed, evaluated and responsible to the Division, according to Board policies and Division administrative procedures.
- 2.9 The Division may charge a fee for non-instructional costs to parents who wish to enrol their students in a Program of Choice if the per student costs of the Program of Choice exceeds that of a regular program.
- 2.10 Not eligible for transition and equity funding.

3. The Program of Choice will be reviewed on an ongoing basis by the Superintendent to assess its viability.

4. Termination

- 4.1 The Board, School Council or other advisory body (as approved by the Board) delegated decision-making authority with respect to the Program of Choice, shall provide six (6) months notice that it no longer plans to offer or support the Program of Choice.
- 4.2 Notice of less than six (6) months may be accepted by mutual agreement.

5. Submissions for Programs of Choice

- 5.1 Submissions will be made to the Superintendent or designate for review. This submission is to be made with sufficient notice prior to the expected "start up" date in order to provide sufficient time for clarification, discussion and planning.
- 5.2 Feedback will be provided to the originators of the Program of Choice proposals regarding the proposal.

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- 5.3 Once the proposal is deemed to be complete, the Superintendent will arrange for the originators to make a presentation of the proposal to the Board.
6. The Board may reject the proposal or may direct the Superintendent to bring a recommendation to the Board for further discussion and a decision to accept or reject the proposal.
7. If the proposal is accepted by the Board, detailed preparation (timelines, transportation, student recruitment, staffing, location, administrative services and fees, if required) will be carried out through the office of the Superintendent.
- 7.1 In programs of choice for which additional non-instructional fees have been approved, principals may deny student entry until fees have been paid.