

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: PROPOSALS FOR PROGRAM
DEVELOPMENT**

<i>PROCEDURE CODE:</i>	<i>702 AP 001</i>
Policy Reference: 702 – Program Development	

REGULATIONS

1. The program proposal must be an attempt to meet the need(s) of students or parents in a more appropriate way, than does current practice.
2. The proposed program configures and adheres to the statutes, policies, regulations and standards of the province of Alberta and the Division.
3. The proposed program is financially viable and in other ways sustainable.
4. The proposed program operates within Division parameters and is governed and administered by the Division. The staff in a Division-approved program will be (become) employees of the Division.
5. The philosophy and methodologies of the proposed program must be compatible with the Division's Mission Statement and expectations created by that statement.
6. Students and agencies currently being served by the Division and public school supporters in general, shall continue to receive appreciably no less favourable service than they had prior to the acceptance of a program.
7. In considering a program proposal the principle of maintaining/operating a "local neighbourhood school" will be taken into account.
8. Approved programs are entitled to all rights, benefits and advantages enjoyed by all members of the Division. This includes equity funding.
9. An approved program will be evaluated to assess its continued viability.
10. A successful program will develop and maintain positive community relationships and support.
11. An approved program will use the same or equivalent accountability measures as the counterpart programs in the Division.

12. The program proposal will provide for equal accessibility for all students who meet the program description and criteria.
13. The program is aligned with the beliefs, values and principles of public education.
14. When program proposals are presented to the Division for consideration the onus for providing adequate plans and details rests with the presenter.

PROCEDURES

The approval and submission of a program proposal may be a staged process.

1. Proponents of a program proposal shall submit the proposal to establish the program to the Superintendent or designate. Following the approval of the Superintendent, the Board will consider the proposal for “approval in principle”. This will allow the proponent to survey students, staff, parents, or the community as needed to gather further data for their final submission.
2. Each program proposal must address the following elements (minimum) and any additional elements which may be required by the Board of Trustees to aid them in making a good decision:
 - 2.1. background research which supports concept,
 - 2.2. vision, purpose(s), philosophy, goals, rationale and mission statement,
 - 2.3. distinguishing features,
 - 2.4. benefits to students, parents, Division and community,
 - 2.5. student population served including specific enrollment projections,
 - 2.6. curriculum, instructional methodology, equipment/materials, in addition to Alberta Education requirements,
 - 2.7. geographic location and proposed accommodation,
 - 2.8. transportation,
 - 2.9. staffing policies (if any),
 - 2.10. impacts and implications for the Division and the community,
 - 2.11. Division and community relationships,
 - 2.12. funding and operational budget,
 - 2.13. evaluation process for achieving vision, purpose, philosophy, goals and objectives,
 - 2.14. accountability measures,
 - 2.15. school council implications,
 - 2.16. public consultation and degree of support/need,
 - 2.17. timelines.
3. Once a final proposal is deemed by the originators to be complete, the Superintendent or designate will arrange for a presentation to the Board. The Board may accept or reject the proposal or direct Administration to bring a recommendation to the Board for further discussion and a decision to accept or reject the proposal.
4. The Board will evaluate each program proposal with respect to how it will meet the enclosed policy guidelines and any other considerations the Board may have.



5. An approved program shall operate in an existing school unless student enrollment and/or programming needs require other arrangements.
6. Approved programs shall initially operate on a one-year probationary status. At the end of the probationary status the Board may:
 - 6.1. grant continuing status,
 - 6.2. extend the probationary period,
 - 6.3. terminate the program.
7. At the end of its first full year of operation an approved program evaluation needs to be completed and reported to the Board at one of its regular meetings.
8. The Division may engage on its own in the development of a program proposal.
9. Completing a curriculum correlation audit, where necessary, between the proposed curriculum and the curriculum mandated by Alberta Education is the responsibility of the proposer. A curriculum correlation audit is necessary where students study a unique program or as requested by the Superintendent.
10. Staff from the Superintendent's office is available to a proposer for limited consultation.
11. The approved program will be reviewed on an on-going basis by the Superintendent to assess its viability.
12. The Board may charge fee(s) for non-instructional costs which exceed those required for regular programs of the similar nature.
13. The Board delegates to the Superintendent of Schools the authority to develop additional procedures necessary to implement the policy.

Approved: May 17, 2005

Revised: June 17, 2014

