



*"Together We Learn"*

School District No. 23 (Central Okanagan)

Policies And Procedures

**Section Five: Instructional Programs**

**540A – PROPOSALS FOR SUBSTANTIVE CHANGE  
(DISTINCT SCHOOLS, UNIQUE PROGRAMS AND SPECIALTY ACADEMIES)  
(APPENDIX)**

The proposal shall adhere to the criteria as established in Policy 540 and be presented using the following outline:

<b>TITLE PAGE</b>	The name of the school, title of proposal, date of proposal, membership of the School Planning Council <u>and date approved by the School Planning Council.</u>
<b>VISION</b>	A statement of vision for the distinct school, unique program and/or specialty academy.
<b>RATIONALE</b>	A clear and concise rationale for the purpose of the proposed change.
<b>SUMMARY</b>	<p>A brief description of the proposed plan including a statement of what will be accomplished by changing the school, or implementing a unique program and/or specialty academy, ensuring equitable access for all students.</p> <p>An outline specifying the blocks of time dedicated to the program, course credits, and program delivery.</p>
<b>OPERATIONS</b>	A description of changes/additions to staff resources (e.g. administrative, teaching and support staff/external expertise) or physical structure (e.g. building renovations, portables, playground modification) that may be required.
<b>EXPECTATIONS</b>	An outline of expected changes regarding students (e.g. achievement, numbers, completion rate), parents and staff (e.g. satisfaction levels), which may occur as a result of implementing a distinct school, unique program and/or specialty academy.
<b>IMPACT ANALYSIS</b>	A description of the anticipated impact on the school facility, transportation, neighbouring district schools, other area schools and home schooling.
<b>FINANCIAL IMPLICATIONS</b>	<p>An outline of the anticipated revenue and expenses, including:</p> <ul style="list-style-type: none"><li>• any expected change in student numbers;</li><li>• clearly outlined costs to the district, the school and the student, ensuring any additional costs are the responsibility of the student;</li><li>• the process for informing parents/caregivers of the district's financial hardship policy, as per Policy 540 - item #11;</li><li>• NOTE: Funding for students requiring financial assistance must be obtained through <u>school-sponsored</u> fundraising, other school funds or community sources. Parents of other participating students are not expected to fund financial hardship;</li><li>• any expenses relative to the acquisition and/or training of new administrative, teaching or support staff;</li><li>• any costs relative to the purchase, lease or construction of material, equipment or facilities and transportation; and,</li><li>• other sources of funding.</li></ul>
<b>CONSULTATION/PROMOTION</b>	A description of how consultation has occurred with the school community, including the Parent Advisory Council, as well as how the distinct school, unique program and/or specialty academy will be promoted.
<b>EVALUATION</b>	A summary of how the school and the Board of Education will know if the distinct school, unique program and/or specialty academy is successful, and how often it should be evaluated.