



"Together We Learn"

Section Five: Instructional Programs

542A – PROPOSALS FOR EDUCATIONAL PROGRAMS WITH EXTERNAL PARTNERSHIPS (APPENDIX)

The proposal shall adhere to the criteria as established in Policy 542 and be presented using the following outline:

TITLE PAGE	The name of the external partner and the educational program.
VISION	A statement of vision for the educational program and a description of the intended cohort of students.
RATIONALE/GOALS	A clear and concise rationale and goals for the purpose of the educational program.
SUMMARY	A brief description of the educational program including a description of the learning standards.
OPERATIONS	An outline specifying the blocks of time dedicated to the educational program, course credits expected to be achieved, and program delivery method. A description of the staff resources (e.g. administrative, teaching and support staff/external expertise) or physical structure (e.g. building location and readiness) that may be required.
EXPECTATIONS	An outline of expected changes regarding students (e.g. achievement, enrolment, attendance, completion rate), parents and staff (e.g. support), which may occur as a result of implementing an educational program.
IMPACT ANALYSIS	A description of the anticipated impact on the school/schools' facility, culture and environment. A transportation plan which describes how students will be transported to and from the external location.
FINANCIAL IMPLICATIONS	An outline of the anticipated revenue and expenses, including: <ul style="list-style-type: none"> • any expected change in student numbers; • clearly outlined costs to the district, the school, the educational department and the student, ensuring any additional costs are the responsibility of the student; • the process for informing parents/caregivers of the district's financial hardship policy, as per Policy 540 - item #11; • NOTE: Funding for students requiring financial assistance must be obtained through school-sponsored fundraising, other school or department funds or community sources. Parents of other participating students are not expected to fund financial hardship; • any expenses relative to the acquisition and/or training of administrative, teaching or support staff involved in the program; • any costs relative to the purchase, lease or construction of material, equipment or facilities and transportation; and, • other sources of funding.
CONSULTATION/PROMOTION	A description of how consultation has occurred with the Parent Advisory Council (PAC) and/or Central Okanagan Parent Advisory Council (COPAC), District and school community, as well as how the educational program will be promoted.
EVALUATION	A summary of how the Board of Education will know if the educational program is successful, and how often it will be evaluated.