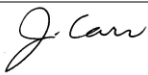




## Administrative Regulation 303

1. Proponents shall submit a proposal to establish a focus school or program to the assistant superintendent of Educational Planning and Administrative Services a minimum of twelve months prior to a requested "start up" date.
  
2. The following steps need to be followed:
  - a. Phase 1 – Gathering Information
    - ✓ Keep a detailed record of activities (research, discussions, feedback, etc.)
    - ✓ Consider a lead team to facilitate the process.
    - ✓ Determine whether the plan is a “focus school” or an “alternate program”.
    - ✓ Ensure a consultation process to include:
      - SOS
      - LSS
      - Educational Planning & Administrative Services
      - Current Staff
      - Parents
      - Students (as appropriate)
    - ✓ Gather information from many sources. Consider the following:
      - Does your school community wish to pursue this focus/program?
      - Advantages/disadvantages.
      - Develop a process re: beliefs and values.
      - Determine resources/other changes required (budget, physical plant, staffing, transportation, training, professional development, etc.).
      - Determine what is “unique” and how does it fit the district goals/needs.
    - ✓ Begin to develop the basis of your plan.
    - ✓ Explore other programs.
    - ✓ Consult with district staff re: budget, curriculum, transportation, etc.
  - b. Phase 2 - Develop a Plan
    - ✓ Follow the template provided to ensure your plan is comprehensive.
    - ✓ Forward your plan to Assistant Superintendent, Educational Planning and Administrative Services.
    - ✓ Present plan to Superintendent’s Council
    - ✓ Further discussion/review of the plan may include:
      - ATA Employee Liaison Committee
    - ✓ Approval (or approval in principle) must be received in writing from the Assistant Superintendent, Educational Planning and Administrative Services before beginning the implementation phase
  - c. Phase 3 - Implementation of the Plan
    - ✓ Begin with actual implementation in consultation with SOS, EPAS, LSS.
    - ✓ Follow steps for ongoing monitoring and evaluation as detailed in Phase 2.
    - ✓ Include the monitoring and evaluation in your site growth plan.
  
3. The template for developing a focus school or program must be submitted. (see public folders).

Reference: Board Governance Policy EL# 4, EL #6(b) School Act Section 21	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 307	Date(s) Revised: December 5, 2001, June 12, 2002 May 21, 2004