

Administrative Procedure

ADMINISTRATIVE PROCEDURE 338 SPECIALTY ACADEMIES AND PROGRAMS

Purpose

This Administrative Procedure (“Procedure”) establishes the requirements for creating, approving, and operating specialty academies within the Chilliwack School District (the “District”). It ensures that students enrolled in a specialty academy continue to meet graduation requirements while accessing enhanced learning opportunities beyond the standard educational program.

This Procedure is intended to maintain transparency, equitable access for students, and financial accountability in the delivery of specialty academy programs.

Guidelines

Students enrolled in a specialty academy must have available sufficient instruction to meet the general requirements for graduation. Students enrolled in specialty academies take a course or courses as a part of their graduation program that require additional learning outcomes beyond the learning outcomes required by the standard educational program.

Before a school can offer a specialty academy, the specialty academy and the schedule of fees for the specialty academy must be approved by the Parents' Advisory Council (“PAC”). The fees will relate to the direct cost incurred by the Board that are in addition to the costs of providing a standard educational program.

The host school will ensure that 33 percent of specialty academy seats will be made available to out-of-catchment registrations through [One-Campus](#). These seats will be held until the end of the day on the Friday before Spring Break. After that date, these seats will be released back to catchment students of the host school.

The District is committed to ensuring that all students have equitable access to the academy, regardless of their family's financial circumstances. The host school will develop a transparent process that helps families access the Academy.

Approval Procedure

1. The PAC of the school where a specialty academy is to be offered must advise the Board of Education (the “Board”) of the need for the specialty academy prior to March 1 of each school year.

The request to the Board for approval of a specialty academy must include:

- a) a description of the specialty academy and the benefits of the program.
- b) the number of students who can be expected to take advantage of the program based on certain evidence and student/public demand.

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- c) an explanation of how the proposed program can be expected to work in relation to current programs and any effect it may have upon other programs.
 - d) needed equipment and space requirements and indicate whether they are already available within the system.
 - e) the course(s) required to complete the academic requirements of the specialty academy.
 - f) the course hours of any specialty academy courses required in the specialty academy.
 - g) cost of program (on budget year basis) that includes:
 - all relevant costs (salaries, benefits, supplies, services, etc.).
 - first year costs with particulars of any non-reoccurring start-up costs.
 - second year costs to indicate impact on future budgets.
 - cost-per-pupil, with comparison to District norms and other special programs.
 - the approved schedule of fees.
 - indicate the source of revenue for the program i.e. Special Approvals, Federal or Provincial grants, fees, support from the District's Foundation.
 - confirmation of the approval of the specialty academy by the PAC.
2. The Board must approve any new specialty academies and the schedule of fees and make the schedule of fees available to the public prior to May 31 of each school year.
 3. Once the Board has granted approval for a specialty academy, subsequent approval is not required by the PAC or the Board unless the specialty academy has not been offered for three consecutive school years. The PAC will review the schedule of fees for a specialty academy annually.