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1. Objective

To provide guidelines for the administration and establishment of alternative schools.

2. Definitions

2.1 Alternative School

Alternative schools are recognized schools with unique MIDENT numbers that offer specialized programs that are unique in pedagogy and have staff involvement and strong parental/guardian and/or student involvement. Environments vary and provide an educational experience suited to individual learning styles/preferences and/or needs.

2.2 Alternative Program

A system program established to respond to unique student needs. Students must meet the criteria outlined for the program and participate in an intake or application process.

2.3 Alternative Schools Review Committee (ASRC)

Lakehead District School Board (LDSB) may establish an Alternative Schools Review Committee comprised of:

- superintendent of education;
- superintendent of business or designate;
- two administrators (one elementary and one secondary); and
- additional staff as required.

The ASRC will evaluate alternative schools' proposals and make recommendations to LDSB.

2.4 New Alternative School Committee

The superintendent of education may establish a new Alternative School Committee to facilitate the establishment of a new alternative school. The committee will include:

- superintendent of education;
- principal;
- program staff;
- school council representative; and
- member from the proposal group.

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3. Policy

It is the policy of LDSB that all requests for the establishment of alternative schools will be guided by the 4020 Alternative Schools Policy and Procedures. Lakehead District School Board programs shall comply with the Education Act and regulations, and Ministry of Education guidelines, as well as all LDSB's policies and procedures.

4. Process for Proposed New Alternative Schools

4.1 Community requests for alternative schools will be initiated by constituents submitting a formal "Letter of Intent" to the superintendent responsible for alternative education or designate by May 30 prior to submitting a proposal on September 30. The Letter of Intent will include:

- primary contact name, address and phone number;
- list of the individuals submitting a proposal;
- brief overview of the philosophy, mission and values of the proposed school; and
- benefits to students.

4.2 Following the "Letter of Intent", a completed proposal must be submitted to the superintendent responsible for alternative education or designate by September 30.

The proposal must include:

- school objectives;
- educational philosophy, mission and values;
- proposed curriculum and program;
- parent/constituent expectations;
- resources and required budget; and
- a list of students who wish to formally register for the new school including names, addresses, telephone numbers, email addresses and current schools, if any.

All inquiries regarding the proposal process are to be directed to the superintendent responsible for alternative education or designate.

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4.3 Upon receipt of the completed proposal, the superintendent responsible for alternative education or designate may convene an Alternative Schools Review Committee (ASRC) including:

- superintendent of education;
- superintendent of business or designate;
- two administrators (one elementary and one secondary);
- program staff; and
- facilities staff.

The ASRC will discuss the viability of the proposal and identify any additional information required.

The superintendent of education responsible for alternative education or designate will chair the Alternative Schools Review Committee summarizing the results of the viability of the new alternative school proposal. These results may include:

- a request to have additional issues addressed;
- a recommendation to LDSB to proceed with a feasibility study; and/or
- a reason(s) why the proposal is not deemed viable.

The superintendent of education responsible for alternative education or designate will deliver the ASRC's report to the director of education.

4.4 Lakehead District School Board may request that the ASRC convene a feasibility study which shall include an in depth analysis of:

- enrolment projections;
- program;
- facility needs;
- personnel;
- financial impact; and
- sustainability.

At each stage of the feasibility process, the request may be:

- approved;
- referred back for further information; and/or
- formally rejected.

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5. Successful Proposals

Following LDSB approval:

- 5.1 The new school becomes the responsibility of a superintendent of education. The superintendent of education will convene a new Alternative School Committee to facilitate the establishment of the new school.
- 5.2 An updated list of students who wish to formally register for the new school including names, addresses, telephone numbers, email addresses and current schools, if any, will be submitted monthly until the end of June of the school year preceding the start-up school year for the new alternative school.

6. Reporting Requirements

- 6.1 Each year, the superintendent responsible for the alternative school will deliver a report to the director of education. This report will include the following:
 - enrolment projections;
 - program; and
 - financial impact.
- 6.2 At least once every five years the principal of the alternative school will invite the school community to a meeting to review, revise and/or reaffirm their school's philosophy, mission and values statement.
- 6.3 An up-to-date copy of each alternative school's philosophy and mission and values statement will reside within the office of the superintendent of education responsible for alternative education or designate.

7. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u> 4020 Alternative Schools Policy	<u>Date Received</u> September 25, 2012	<u>Legal Reference</u>
<u>Reference</u> Toronto DSB Alternative Schools Operational Procedure	<u>Date Revised</u> February 23, 2021	