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|  Commission scolaire English-Montréal English Montreal School Board | | |
| POLICY: | ALTERNATIVE SCHOOL PROPOSALS | CODE: DG-9 |
| Origin: | General Directorate | |
| Authority: | Resolution #88-12-21-8.2 | |
| Reference(s): | | |

OBJECTIVES

The Alternative School Proposal Policy, adopted by the Board to encourage the development of proposals for alternative schools and programs, shall have the following objectives:

1. to provide a coherent, objective process permitting the development and presentation of an alternative school proposal to meet educational needs;
2. to establish criteria for the consideration, study and acceptance of alternative school and program proposals;
3. to define the Board's responsibilities for assisting in the development of proposals and in the evaluation of projects.

CRITERIA FOR CONSIDERATION

1. In keeping with the Board's mission and goals, and in particular goal #1 'to provide educational programs to meet the needs of all students', proposals for alternative programs shall be based on sound educational principles and shall be considered if they meet the following criteria:
 - a. possess a distinctive philosophy and/or experiment with a new organizational structure;
 - b. attempt to meet the identified needs of a Board-wide population or local community;
 - c. demonstrate a creative and effective use of Board and community resources.

2. Members of a school community, parents, teachers, students or administrators may submit a proposal to the Board for an alternative school or program that is designed to meet the educational needs of a group of students and that is not currently available to them.
3. Proposal development must clearly demonstrate the involvement and support of parents, teachers, administrators and, when appropriate, students. All program plans must be within the normal parameters for staffing and budgeting.

TIME PERIOD FOR APPROVAL AND IMPLEMENTATION

1. Proposals shall be considered for approval over a period of approximately sixteen (16) months to permit sufficient time for full development and study of all aspects of the proposed plan.
2. A proposal must be received by the Chief Planning Officer* by September in any given year for decision-making by the Board at the appropriate meeting during December of the following school year. Implementation shall be in September of the next school year.
3. The total period from receipt of a proposal to its implementation shall be a minimum of eighteen (18) months (see Appendix A).

BOARD RESPONSIBILITIES

1. The Board shall provide the services of appropriate resource personnel to assist the proposing group with the development of the final proposal, once an initial proposal has been accepted for study and development (see Appendix B).
2. Evaluation of every accepted project/program shall be mandatory. Once implemented, the project shall be evaluated to ensure the goals are being met and the criteria for the establishment of alternative programs are maintained.

* Please note that subsequent to the adoption of this policy, the position of Chief Planning Officer has been abolished; proposals must be submitted to the Director General.

APPENDIX A

| STEP | RESPONSIBILITY | ACTION | DEADLINE |
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| 1. | Proposing Group | <ul style="list-style-type: none"> Submits proposal to Director General who forwards it to Commissioner of ward and Chairman of Long Range Planning Committee. | September |
| 2. | Chairman of Long Range Planning Committee and Regional Director | <ul style="list-style-type: none"> Reviews proposal to ensure that criteria have been respected (deadline). Advise proposing group on procedure to follow. Submits formal request to the Long Range Planning Committee for consideration. | |
| 3.a | Long Range Planning Committee | <ul style="list-style-type: none"> Receives proposal for study and development Recommends acceptance of preliminary proposal to Management Table and Education and Facilities Committee. Designates Regional Director as adviser and sets up schedule for progress reports, if proposal is accepted by Education & Facilities. | |
| OR | | | |
| 3.b | Long Range Planning Committee | <ul style="list-style-type: none"> Recommends rejection of proposal to Education & Facilities Committee. | April |
| | Education & Facilities Committee | <ul style="list-style-type: none"> Advise group of reasons, if proposal is rejected. | |
| 4. | Regional Director | <ul style="list-style-type: none"> Meets with proposing group. Identifies appropriate resource personnel. Ensures progress reports are submitted. | |
| 5. | Proposing Group | <ul style="list-style-type: none"> Submits preliminary formal report to Long Range Planning Committee for study. (Returns report to originator if further development or clarification is necessary.) | |
| 6. | Proposing Group | <ul style="list-style-type: none"> Submits final proposal to Long Range Planning Committee through Regional Director for recommendation. | June |
| | Long Range Planning Committee | <ul style="list-style-type: none"> Recommends acceptance or rejection or delay for further study to Education & Facilities. | |
| | Education & Facilities | <ul style="list-style-type: none"> Informs group if further study is required. | |
| 7. | Long Range Planning Committee | <ul style="list-style-type: none"> Submits formal proposal and implementation procedures to Management Table for review and reaction, to be forwarded to Educational Policies Committee and Education and Facilities Committee. | September |
| 8. | Long Range Planning Committee | <ul style="list-style-type: none"> Forwards formal proposal and implementation procedures to Education and Facilities Committee for consideration and recommendation to the Board. | November |
| 9. | Education & Facilities Committee | <ul style="list-style-type: none"> Recommends proposal for Board approval and implementation the next school year. | December Board Meeting |

APPENDIX B

ROLES

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| Board/Commissioners | Studies final proposal for approval. |
| Education and Facilities Committee | Studies preliminary proposal and recommends acceptance for further development or rejection. Studies final proposal with recommendations to Board. |
| Educational Policies Committee | Studies final proposal and submits reaction to Education and Facilities Committee. |
| Long Range Planning Committee | Recommends acceptance or rejection of proposal. Designates adviser to group. Establishes procedures for future evaluation if project is accepted. Studies evaluation and recommends appropriate action. |
| Officers | Accept preliminary proposal for further study and development. Review final proposal for reaction to the Education and Facilities Committee. |
| Proposing Group | Members of educational community which can include parents, teachers, administrators and students, when appropriate. |
| Regional Director | Offers guidance to proposing group. Provides access to information needed to develop completed proposal through resource personnel. |
| Resource Personnel | Provide access to information required for development of proposal in such areas as Finance, Pedagogical Services, Transportation. |