



Annapolis Valley Regional School Board

Administrative Procedure – AP 403.14

Enrichment

Department: Programs and Services

Section: Special Education

Scope	This administrative procedure applies to all students, legal guardian(s), teachers, principals and vice-principals, school-based support staff, the Coordinator of Student Services, regional Student Services staff, and the Regional Leadership Team.
Responsibility	It is the responsibility of the Director of Programs and Services to ensure that this administrative procedure is implemented.
Implementation	This administrative procedure will be implemented by school principals, assisted as needed by appropriate school staff, legal guardian(s) and students, and by the Coordinator of Student Services, assisted as needed by regional Student Services staff.
Procedure	<ol style="list-style-type: none">1. The Coordinator of Student Services shall include a proposal for Enrichment Projects funding in the annual budget process.2. The Coordinator of Student Services shall inform school principals of budget resources available to support enrichment services.3. (a) The principal is encouraged to support the organizing of a School-wide Enrichment Team within the school with membership based on the size and nature of the school. (b) If a team is created, the principal shall complete <i>Form AP403.r-1 - School-wide Enrichment Team Membership</i> and forward it to the Coordinator of Student Services within 30 days of the start of the new school year. (c) The Coordinator of Student Services shall maintain a regional file of memberships on School-wide Enrichment Teams.4. The School-wide Enrichment Team should:<ol style="list-style-type: none">i) at the beginning of each school year, review the Department of Education's Challenge for Excellence: Enrichment and Gifted Education Resource Guide with the school staff, and identify and provide activities to foster an awareness of school-wide enrichment among staff, students, and the community at large

- ii) serve as a school-wide planning agent and clearing-house for visiting speakers, field trips, artistic performances, and interest group activities which are designed to expand the scope of the overall school experience
- iii) recruit staff members and community resource persons to present enrichment sessions or serve as mentors to individuals or small groups who are involved in advanced level research investigations or creative productions
- iv) maintain and disseminate information about other enrichment opportunities that are available (summer programs, science fairs, literacy and mathematical competitions, publishers who accept children's work, and opportunities for participation in hobbies, theatre, and local historical societies)
- v) coordinate staff development requests relating to enrichment
- vi) evaluate the effectiveness of the enrichment program in the school.

5. School-wide Enrichment funding access is as follows:

(a) The principal shall submit *Form AP403.r-1 - School-wide Enrichment Team Membership* to the Coordinator of Student Services.

(b) The principal shall submit *Form AP403.r-2 – School-wide Enrichment Funding Application* to the Coordinator of Student Services.

(c) The application for funding will be reviewed and rejected or approved by the AVRSB School-Wide Enrichment Committee.

(d) Upon project completion, the principal shall submit *Form AP403.r-3 – School-wide Enrichment Project Summary* to the Coordinator of Student Services.

Related Guidelines Department of Education - Special Education Policy Manual
 Department of Education - Public School Programs
 Department of Education - Challenge for Excellence: Enrichment and Gifted Education Resource Guide

Associated Forms *Form AP403.r-1 - School-wide Enrichment Team Membership*
Form AP403.r-2 - School-wide Enrichment Funding Application
Form AP403.r-3 - School-wide Enrichment Project Summary

Monitoring Procedure 1. It is the responsibility of the Director of Programs and Services (or his/her designate) to have this administrative procedure reviewed on an annual basis.

2. The AVRSB Education Committee, board members, principals, classroom and resource teachers, parental organizations and other appropriate groups/individual(s), will be consulted when revisions of major significance are made to this policy and administrative procedure.
3. Sufficient time shall be provided to ensure that persons, as above, have appropriate opportunity to react to such recommended revisions.
4. The Director of Programs and Services shall ensure that results of the monitoring of the policy and administrative procedures are recorded, in writing, and forwarded to the Superintendent of Schools for review.
5. The Coordinator of Student Services shall present any proposed revisions of this administrative procedure to the AVRSB School-wide Enrichment Committee.
6. It is the responsibility of the Superintendent of Schools to report results of the monitoring process to the Board.
7. This Administrative Procedure will be monitored annually.

Superintendent Approved: March 28/02
Ref: BP403.14, Appendices Forms: AP403.r-1, AP403.r-2, AP403.r-3
Monitoring Date: Annually
Revised: