

Policy References	Policy Development Tracking
<p>External: Education Act: Sections 85, 87, 347 Education Regulations: Part XIX.3 Provincial School Review Handbook</p> <p>Internal:</p>	<p>Adopted: June 28, 2011</p> <p>Amended: June 26, 2018</p>

The Board, in its efforts to provide meaningful learning opportunities that reflect its vision, mission and beliefs for students to develop their full potential, recognizes that it needs to maintain viable schools and classrooms.

The Board must balance its statutory responsibilities and duties imposed by The Education Act with its preferred method of collaborating with the School Community Council (SCC) in an effort to achieve the best outcome for the students, staff, community, and school involved. The Board recognizes the importance of involving the stakeholders of the school through consultation with the SCC when exploring future educational opportunities that may be available for a particular school and where viability is being considered.

The Education Act requires the Board to adopt criteria for the review of schools where there may be potential closure or grade discontinuance.

1. Criteria for School Review

That, given the unique small rural character of the Division, a school's viability may be reviewed if the following criteria apply to the school:

- 1.1 If a school's enrollment in the next academic year is projected to be less than seventy (70) students for a K-12 school; less than thirty-seven (37) students at the elementary/middle years level (grades K-9); and
- 1.2 If the distance to the nearest school not under review for kindergarten to grade 8 students is less than forty (40) km and these students live within seventy-five (75) minutes of the nearest school.

2. School Review Data Collection

As part of the school review process the Director will provide the Board with the following information concerning any school under review:

- 2.1 Projected enrollment in the school under review.
- 2.2 Pupil Teacher Ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom in the school under review.
- 2.3 Travel time (pick-up and drop-off times, total time spent on bus) of students in the school under review compared to travel time if they were attending the closest school not under review.
- 2.4 Potential savings and costs if students in the school under review were re-located to the nearest school not under review and if staff were re-assigned.
- 2.5 Anticipated future costs of maintaining the school's facilities and physical plant.

3. School Review Consultation Process

- 3.1 In the event the Board decides to consider grade discontinuance/school closure, it will proceed according to relevant provincial legislation. This includes communication with the community – staff, students, parents, School Community Council, and the community at large through group and public meetings.
- 3.2 The timelines and process in accordance with the legislation for school closure or grade discontinuance will be adhered to in all circumstances.
- 3.1 The specific steps in the relevant legislation will be outlined to the school community at the beginning of the consultation process following the Board's motion to consider.



**Appendix – Viable Schools
Calendar Guideline**

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External: Education Act: Sections 85, 87, 347 Education Regulations: Part XIX.3 Provincial School Review Handbook Internal:	Adopted: June 28, 2011 Amended: June 26, 2018

The following timeline serves as a guideline only and can be adjusted depending on circumstances. Provisions of The Education Act must be followed.

Process with Consent of School Community Council (SCC)

Date	Action
September to October 15	<ul style="list-style-type: none"> • Director collects data and identifies school(s) meeting criteria for review. • SCC consents to closure/grade discontinuance. • *If no consent, school review process may begin.
June 15 (Plan)	<ul style="list-style-type: none"> • Board (with SCC) develops transition plan and communicates it to the public.
After June 30 and Before Beginning of Next School Year	<ul style="list-style-type: none"> • School is closed/grades discontinued.

Process without Consent of School Community Council (SCC)

Date	Action
By <u>October 15</u>	<ul style="list-style-type: none"> • Director collects data and identifies school(s) meeting criteria for review. • The Board decides whether or not a school is placed in review status. • Inform School Community Council of each school placed in review status. • School Review Committee establishment by November 1. • School Review Committee appointed (SCC and municipality members).
November to January	<ul style="list-style-type: none"> • Parents and residents present comments and recommendations. • SCC and other community groups may present to the Board. • School Review Committee presents information.
By <u>February 1</u>	<ul style="list-style-type: none"> • The Board considers information and data collected by the School Review Committee and the Director. • The Board reviews recommendations and passes motions to consider closure or grade discontinuance.
By <u>March 31</u>	<ul style="list-style-type: none"> • Begin ongoing provision of information to parents/residents and arrange for elector meeting(s) according to The Education Act. • At public meeting(s) distribute information and data collected and establish format for further feedback and response.
February – April	<ul style="list-style-type: none"> • Board revisits information adding in parent/resident feedback to make final decision.
By <u>April 30</u>	<ul style="list-style-type: none"> • Board decides whether or not to close school.

	<ul style="list-style-type: none"> • Board passes motions of school closures, or grade discontinuation to take effect after June 30 of the present school year.
May	<ul style="list-style-type: none"> • Develop a Transition Plan in consultation with School Community Council.
By <u>June 15</u>	<ul style="list-style-type: none"> • Complete the preparation of the Transition Plan.
After June 30 and Before Beginning of Next School Year	<ul style="list-style-type: none"> • Grade reduction, school amalgamation, or closure occurs.