



ADMINISTRATIVE PROCEDURE No. 101

IMPLEMENTATION FALL 2008

REVISED JANUARY 2011

SCHOOL VIABILITY REVIEW

The Board of Education, in its efforts to provide meaningful learning opportunities that reflect the Board's vision, mission and commitments for student learning, recognizes that it needs to maintain viable schools, classrooms and programs. Consequently, the Board will, from time to time, need to consider grade discontinuance or school closure based on the learning needs of students and based on utilizing resources effectively and efficiently. The Board values collaboration and is committed to a process permitting input from community, staff and parents to help inform its decision. Guidelines for school viability review will be the criteria used as factors when grade discontinuances or school closures are to be considered.

In the month of October, following the Ministry of Education confirmation of enrolments and as part of its Yearly Agenda, the Board of Education will carry out an annual review of the schools in the Prairie Spirit School Division. This review will consider equity of access to effective learning opportunities for all students as reflected in the Board's strategic plan and goals. A Board motion of consideration for closure or grade discontinuance will occur, notwithstanding unforeseen circumstances, by October 15 in the school year of consideration.

The Board recognizes that, while a school or classroom may not meet the criteria of a viable school, the school or classroom may be allowed to continue to operate if the situation is temporary, or if the closure of the school or relocation of the classroom would result in students being picked up by bus at a time that is detrimental to their well-being. In situations where it is not feasible to transport students to another school for their learning experiences, the Board will endeavor to use technology and/or other resources to ensure effective and efficient learning experiences.

Note: Currently, the school viability process does not apply to the Hutterite Colony schools.

PROCEDURES

1. Request for Review

Any decision concerning school viability will make provision for stakeholder input and consideration of the wishes and concerns of the parents, students, staff, School Community Council and community within the attendance area under consideration. A school's viability will be reviewed if a written request for a review is received from a school's School Community Council, a group of at least five (5) families, or from the Director of Education.

2. Dialogue for School Review Consideration

Dialogue with the staff and School Community Council will take place at least one year prior if there is a trend that any of the following criteria, taken from *The Education Regulations, 1986*, apply to the school:

"95.8 (2)(b) projected enrolment for the school under review for the following school year is less than:

- (i) for a school offering kindergarten to Grade 4 only, 25 pupils;
- (ii) for a school offering kindergarten to Grade 5 only, 30 pupils;
- (iii) for a school offering kindergarten to Grade 6 only, 37 pupils;
- (iv) for a school offering kindergarten to Grade 7 only, 44 pupils;
- (v) for a school offering kindergarten to Grade 8 only, 51 pupils;
- (vi) for a school offering kindergarten to Grade 9 only, 58 pupils;
- (vii) for a school offering kindergarten to Grade 12, 88 pupils."

3. Criteria for School Review

A school's viability will be reviewed if any of the following criteria, taken from *The Education Regulations, 1986*, apply to the school:

"95.8 (2)(b) projected enrolment for the school under review for the following school year is less than:

- (i) for a school offering kindergarten to Grade 4 only, 25 pupils;
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- (vii) for a school offering kindergarten to Grade 12, 88 pupils.”

4. School Review Data Collection

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

- a. Projected enrollment in the school under review for at least five years, including number of students in each grade and the impact of grade-size on peer group opportunity and gender balance.
- b. Elective credits available to students in grades 10-12 in the school under review compared to the closest schools not under review.
- c. Pupil Teacher Ratio (PTR), number of grades in combined classrooms and number of instructional groups in one classroom in the school under review and likely changes in these factors in the future.
- d. Capacity of staff and division staff to meet the learning needs of students in the school under review.
- e. 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.
- f. Community development.

- g. Potential efficiencies if students in the school under review were relocated to the nearest school not under review and if staff were reassigned or their positions were discontinued.
- h. Potential impacts on staff, program, and facilities of nearest schools to which students in the school under review would be relocated.
- i. Information regarding parent requests to have students attend other schools.
- j. Anticipated future costs of maintaining the school's facilities and physical plant.
- k. Per student expenditure of operating a school will be provided if these expenditures exceed the average per student cost within the school division by 2 x for the previous fiscal year.

5. School Review Consultation Process

When the Board of Education decides to consider grade discontinuance/school closure it will proceed according to relevant provincial legislation.

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.

Reference: The Education Act, 1995, (*with September, 2006 and the Education Amendment Act, 2008 amendments*), section 87.