



Appendix Name: J. Viable School Calendar Guideline

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date: October 15, 2025

Provisions of *The School Division Administration Regulations* must be followed.

School Review Process

Timeline	Milestone	Action
By October 15	Board motion to review	<ul style="list-style-type: none"> Board initiates formal review, with criteria for review according to legislation
By November 1	School Review Committee formed	<ul style="list-style-type: none"> School Review Committee established according to legislation Data/criteria communicated to Committee
November 1 - January 31	School Review Committee consultations	<ul style="list-style-type: none"> Committee engages with community Discusses findings with Board and SCC
By February 1	Board motion to consider closure/grade discontinuance or to suspend the school review	<ul style="list-style-type: none"> Board passes motion, including date of possible closure/discontinuance Public informed of motion
By March 31	Meeting of electors	<ul style="list-style-type: none"> Public meeting held with 14-day notice Board receives submissions and delegations
By April 30	Final Board motion for closure/grade discontinuance or to suspend the school review	<ul style="list-style-type: none"> Board makes decision regarding closing school or discontinuing grades Public notified of motion
By June 15	Transition plan developed	<ul style="list-style-type: none"> Transition plan developed in co-operation with SCC(s), includes where students will attend, plans for transportation, staffing and the communication plan for public
By June 30	Public notification of transition plan	<ul style="list-style-type: none"> Transition plan publicly posted and accessible to public