

## Policy 14 – School Review

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Section 87(1)w; The School Division Administration Regulations, Part 10, Div. 1; Ministry of Education School Review Handbook Sept 2017		
Date Revised:	February 1, 2021	Motion:	13666

The Board, in its efforts to provide meaningful learning experiences that reflect what is best for students and to assist students in developing their full potential, recognizes that it needs to maintain viable schools and classrooms within the context of the entire Division.

To ensure quality education for its students, the Board may, from time to time, conduct a review of elementary and high school facility requirements for the school division. The review may provide options with respect to possible attendance area consolidation and school closure for the efficient accommodation of students and the provision of quality education.

### 1. School Review

The Board will adhere to the following guidelines of operation in determining the possible review status of a school. The Director is required to provide timely viability reports well before required Board decisions. Review status is an opportunity to explore the facts; it does not necessarily mean the school will be closed. These guidelines will provide a process and procedure so that the school review can be clearly predicted, giving people assurance as to how and when a decision process might be initiated.

### 2. Criteria

The criteria below will be considered in the context of the best interest of students, the school, the Division and communities. These factors will be considered, but are not limited to:

- 2.1. Physical condition of the school;
- 2.2. Capital costs required to upgrade the school (i.e. accessibility);
- 2.3. Number of grades combined in each classroom;
- 2.4. Distribution of enrolments by grade level;
- 2.5. Projected enrolments and demographic trends over a five-year period;
- 2.6. Operational cost per student;
- 2.7. Availability of educational programming;
- 2.8. Effect of closure on the neighbourhood and surrounding neighbourhoods;
- 2.9. Transfer and effective use of staff;
- 2.10. Condition and capacity of potential receiving school(s);
- 2.11. Relocation of the students; and the human, physical, and fiscal costs of such relocation;  
and

- 2.12. Transportation implications to the potential receiving school(s) and distances transferring students would have to travel.

### **3. Placing a School on Review**

- 3.1. The above criteria will be considered in the Board's decision to place a school under review.
- 3.2. If the Board deems it necessary to place a school into the review process, it will pass a motion to that effect.

### **4. Review Process**

- 4.1. The Board approves a school facility review to be conducted at the October Public Board meeting.
  - 4.1.1. School staff is informed.
  - 4.1.2. Catholic School Community Council (CSCC) is informed.
  - 4.1.3. A School Review Committee is established.
- 4.2. The School Review Committee consults with community and presents findings to the CSCC and the Board.
- 4.3. The Board shall review the findings of the committee at the February Public Board meeting with stakeholders.
  - 4.3.1. Within five (5) working days after the February Public Board meeting, Stakeholders will have the opportunity to once again provide additional submissions, in writing, to the Board for consideration.
- 4.4. The School Review Committee is dissolved two (2) weeks following the February Public Board meeting.
- 4.5. Upon conclusion of the consultation process, the Board shall, make its decision at the next Public Board meeting.

### **5. Consolidation / School Closure Process**

Should the Board resolve that consolidation of attendance areas and closure of one or more schools is to take place, the Director shall:

- 5.1. Implement procedures for publicizing the Board's decision and making information available to parties who would be directly affected by the consolidation/closure(s).
- 5.2. Prepare plans for the disposition of equipment and materials located in schools cited for closure.
- 5.3. Identify options for Board consideration with respect to the disposition of the buildings and grounds occupied by schools cited for closure; and
- 5.4. Notify the appropriate officials of the City of Regina.

## **6. Other School Review Considerations**

Notwithstanding the process described above, a school may also be placed under review if:

- 6.1. A petition is received from parents/guardians representing a majority of the students enrolled in the school, requesting that its attendance area be combined with that of a nearby school or schools; or
- 6.2. An unexpected decline in enrolment makes its continued operation impractical.

**Appendix A  
Policy 14- School Review  
SCHOOL REVIEW CALENDAR GUIDELINE**

The following calendar serves as a guideline only.

Under the direction of the Board, the Director collects enrolment data and projections and identifies school(s) that meet or are close to meeting the conditions as outlined in Policy 14-School Review.

<b>Before October 15<sup>th</sup></b>	Director collects primary information as per Board Policy 14 and recommends to the Board the placing of a school or schools in review status. The Board decides whether or not a school is placed in review status at the October Public Board meeting.
<b>Board Places the School in Review Status</b>	
<b>By November 1<sup>st</sup></b>	<p>Establishment of School Review Committee by direction of the Board.</p> <ul style="list-style-type: none"> <li>• The School Review Committee is established by the Board of Education (The Board) when the school review process begins. The Board recognizes that sections 54-70 of <i>The School Division Regulations</i> which regulate the school review process and designation as school of opportunity apply only to schools which are located in school districts, in other words rural schools, they do not apply to urban schools. The Board however has asked that a review committee be established, and will follow the guidelines laid out in <i>The School Division Regulations Handbook</i> and Board Policy 14 - School Reviews.</li> <li>• Although the School Review Committee is established by the Board, it does not take direction from the Board. Rather, it consults with the community and provides advice and recommendations to the Board. The Committee will consist of four (4) CSCC members, two (2) community members, Principal, Superintendent and Communications and Media Coordinator.</li> </ul>
<b>November – January</b>	<p>Ongoing opportunity for parents/guardians and residents to present comments and recommendations to the Board or School Review Committee.</p> <p>School Review Committee presents findings from consultation with community to the Board at a date agreed upon by the Board.</p>
<b>Before February 15<sup>th</sup></b>	<p>The information and data collected by the School Review Committee and the Director will be considered by the Board.</p> <ul style="list-style-type: none"> <li>• School Review Committee shares findings with the Board at the February Public Board meeting.</li> <li>• Stakeholders will have the opportunity to provide additional submissions in writing to the Board up to five (5) working days, after the February Public Board meeting.</li> </ul>
<b>Post February Public Board Meeting</b>	<p>The Board revisits all information from parents/guardians and community feedback, to bring a final decision to the March Public Board meeting.</p> <p>The School Review Committee is dissolved two (2) weeks following the February Public Board Meeting.</p>
<b>March Public Board Meeting</b>	Upon conclusion of the consultation process, the Board shall make its decision.
<b>March - April</b>	The Director and Executive Council will develop and initiate the Transition Plan in consultation with the School Administration and the Catholic School Community Council.
<b>By June 15</b>	Complete the preparation of the Transition plan.
<b>After June 30 and Before Beginning of Next School Year</b>	Grade reduction, school consolidation/closure occurs.