

## Policy 15 – Appendix A

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### VIABLE SCHOOLS CALENDAR GUIDELINE

The following calendar serves as a guideline only. Timelines can be adjusted depending on circumstances. Provisions of [The Education Act, 1995](#) must be followed.

#### **October (school year prior to Board deciding whether to place school in review status)**

Director collects September enrolment data and identifies school(s) meeting or close to meeting the conditions as set out in Board Policy 15 – Viable Schools.

#### **February (school year prior to Board deciding whether to place school in review status)**

Director prepares long-term enrolment projections by school and identifies school(s) meeting or projected to meet the conditions as set out in Board Policy 15 – Viable Schools.

#### **By October 15**

Director collects primary information as per Board Policy 15 – Viable Schools 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.

#### **October**

Establishment of School Review Committee by November 1.

Appointment of members to School Review Committee by School Community Council (SCC) and municipality.

Inform SCC of each school placed in review status.

#### **November – January**

Ongoing opportunity for parents/residents to present comments and recommendations.

School Community Council and other community groups may present to the Board.

School Review Committee presents information.

**By February 1**

The information and data collected by the School Review Committee and the Director will be considered by the Board as outlined in Board Policy 15.

Board reviews recommendations and passes motions to consider closure or discontinuance.

**By March 31**

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**

Board revisits information adding in parent/resident feedback to make final decision.

**By April 30**

Board decides whether or not to close school.

Board passes motions of school closures, or grade discontinuation to take effect after June 30 of the present school year.

**May**

Develop a Transition Plan in consultation with SCC.

**By June 15**

Complete the preparation of the Transition plan.

**After June 30 and Before Beginning of Next School Year**

Grade reduction, school amalgamation or closure occurs.

Reference: Sections 85, 87, 347, *The Education Act, 1995*  
Section 54 – 58, *The School Division Administrative Regulations*