



## Administrative Procedure 7065

### School Review

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**Board Governance Policy Cross Reference:** [1](#), [4](#), [12](#), [13](#), [14](#), [15](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[The Public Schools Act](#)

[The Strengthening Local Schools Act](#)

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**Date Adopted:** February 2008

**Date Amended:** December 2017

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The Brandon School Division believes that school review is an important consideration in ensuring the responsible use of the resources placed in its trust; making efficient use of the Division's school space; and safeguarding the health and safety of students, staff and the public.

The Division believes that in order to sustain an appropriate educational program, a base student population is necessary.

The Division believes the local school community should play an important role in the school review and school closure decision.

#### 1. REVIEW

- a. If any division school population falls below 150 students, or 50 percent of the school capacity, as at September 30th each year, for 2 consecutive years, a review of the school's continuation will be commenced by the senior Administration.
- b. Alexander and Spring Valley Schools are excepted from a. but will have a review undertaken as directed by the Superintendent/CEO.
- c. If a school facility is in need of significant upgrading that is not approved by the Public Schools' Finance Board, then the school facility's continuation will be reviewed.

#### 2. CRITERIA FOR RECOMMENDING SCHOOL CLOSURE

- a. Before recommending the closure of a school to the Board of Trustees, the Senior Administration will develop viability benchmarks and school profiles considering the following criteria:
  - i. The educational impact on students in the school;
  - ii. The enrolment of the school and programs within the school;
  - iii. The population and demographic data;

- iv. The amount and cost of excess space in the school;
- v. The cost to staff and operate the educational program at the school;
- vi. The cost to maintain the facility in operable condition or to restore the facility to operable condition;
- vii. The location and accessibility of the school and the proximity of other schools;
- viii. The necessity to safeguard the health and safety of students, staff and public;
- ix. The need to consolidate or relocate existing programs;
- x. The impact of closing the school on the community taking into account existing or proposed development plans.

3. PROCESS FOR SCHOOL CLOSURE

- a. The process for closure will be in accordance with [The Public Schools Act](#) and [The Strengthening Local Schools Act](#).