

AP 5902: Adjustment of Number of Classrooms

Procedures:

1. Closure of A Classroom

- 1.1. In the event that declining enrollment results in a reduction in the required number of school classrooms in the school, physical classroom spaces will be closed in step with the reduction of school classes.
- 1.2. Once it has been determined that a classroom will be closed in a school, the school principal will provide this information to the Director of Operations. Where current trends or student movement provide an indication that a change in classroom allocation is forthcoming, advanced notice should be provided to allow for consideration.
 - 1.2.1. As part of this information, the principal shall inform the Director of Operations and the Assistant Superintendent if other space is required within the school to allow district supports to provided in-school services to students (such as physio supports, speech language pathology etc.) or other district programs/services. Consideration will be given to changing the use of a room to support these services instead of closing a room.
 - 1.2.2. Determination of the physical closure of a classroom will be made in collaboration between the principal and Director of Operations.
- 1.3. The Director of Operations, with involvement of the principal, will then determine which room within the building will be closed as part of the reduction in the number of classes.
- 1.4. This determination of which room to close will be based on:
 - 1.4.1. Impact to the school community;
 - 1.4.2. Ease of securing the room, and;
 - 1.4.3. Ease of adjusting utilities/services to the room.
- 1.5. Once a determination has been made which classroom will be closed:
 - 1.5.1. The locks to the room will be changed and such access will be restricted to:
 - 1.5.1.1. The principal;

- 1.5.1.2. School custodians, and;
 - 1.5.1.3. School district operations staff
 - 1.5.2. Utilities such as HVAC, plumbing and natural gas will be limited to those required to prevent damage to building systems and isolated if possible.
 - 1.5.3. All electronically plugged-in items within the room will be unplugged.
 - 1.5.4. Storage will be limited to only the furniture the room is usually furnished with, and the associated supplies for the room. No additional storage within the space will be allowed.
 - 1.5.5. All garbage cans and recycling containers will be removed from the room.
 - 1.5.6. Information technology assets will be reclaimed as necessary as determined by the Secretary-Treasurer.
 - 1.5.7. Custodial activities within the room will be limited to those required to maintain the room, prevent damage and prevent the creation of unsafe conditions. This decrease may result in decreased custodial allocation to the school.
2. Reopening or Reallocation of Rooms
- 2.1. In the event that increasing enrollment results in an increase in the required number of school classes in the school, physical classrooms will be reopened in step with the increase of school classes.
 - 2.2. Once it has been determined that an additional classroom is required in a school, the principal will provide this information to the Director of Operations. Where current trends or student movement provide an indication that a change in classroom allocation is forthcoming, advanced notice should be provided to allow for consideration.
 - 2.2.1. As part of this information, the principal shall inform the Director of Operations and the Assistant Superintendent if other space is used within the school to provide district supports to provided in-school services to students (such as physio supports, speech language pathology etc) or other district programs/services. Consideration will be given to changing the use of a room to provide classroom spaces.
 - 2.2.2. Determination of the physical reopening or reallocation of a classroom will be made in collaboration between the principal and Director of Operations.

2.3. The Director of Operations, with involvement of the principal, will then determine which room within the building will be reopened or reallocated as part of the increase in the number of classes

2.4. This determination of which room to reopen or reallocate will be based on:

2.4.1. Impact to the school community;

2.4.2. Ease of adjusting utilities/services to the room, and;

2.4.3. Previous commitments to SD8 itinerant staff or other community groups.

2.5. Once a determination has been made that a classroom will be reopened or reallocated:

2.5.1. The locks to the room will be changed to allow access to school staff;

2.5.2. Utilities such as HVAC, plumbing and natural gas will be increased to those of a standard classroom.

2.5.1. Information technology needs and allocations for the room will be reassessed;

2.5.2. A garbage can and recycling container (if applicable) will be readded to the room, and;

2.5.3. Custodial activities within the room will be increased to those required to maintain a standard classroom. This adjustment may require an increase to the custodial allocation for the school.