

**PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6**

<b>POLICY ITEM: Grade/Program Transfer</b>	<b>CODE: FBD</b>
<b>LEGAL STATUS: Education Act, 1995 Board Motion 48.08</b>	<b>DATE APPROVED: 22 Mar 93 10 Mar 08</b>

**Background:** The Board of Education is committed to providing quality educational programs in its schools and accepts its responsibility to be wise stewards of the financial and human resources provided by the Prince Albert Catholic community and province of Saskatchewan.

**POLICY:** **The Board of Education may transfer a grade(s) or a program to another school(s) when this would result in better educational opportunities for students and/or would reduce operating costs.**

- Guidelines:**
1. If such a need to transfer grade(s)/program(s) is considered, the Board of Education will direct its administration to review the delivery of school programs in order to ensure quality learning opportunities within its budget parameters.
  2. The Director of Education shall discuss with each principal affected by a transfer of a grade(s) or program before beginning an extensive review. A preliminary written report will be given to the Board of Education outlining:
    - a) school division and the school(s) student population trends and prediction
    - b) capacity and program offerings in alternate schools
    - c) resulting transportation/building requirements and potential costs
    - d) school division staffing and fiscal implications
    - e) transition plans to address student orientation
    - f) other available options
    - g) recommended Board/Administration consultation process
  3. The Director of Education's recommendation to the Board would be that "The Board of Education consider the transfer of \_\_\_\_\_ from \_\_\_\_\_ school to \_\_\_\_\_ school(s)" for example, one or more of the following reasons:
    - declining or low enrolment
    - budgetary constraints
    - program needs cannot be satisfied within existing financial constraints
    - the school building needs extensive renovations and/or repairs
    - students can be accommodated in other school within the division
  4. After consideration of the Director's recommendation, the Board may pass a motion of intent to transfer a grade(s) or a program.

5. After passing a motion of intent to transfer a grade(s) or a program, the Board of Education shall approve of the consultation process with School Community Councils, parents/guardians and the staffs affected by the transfer.
6. By May 31 of the year of transfer of a grade(s) or a program, the Board of Education will inform parents and staff of the detailed plans of the transfer procedure after passing the following motion at a regular board of education meeting: "That grade(s) X or program X be transferred to \_\_\_\_\_ school(s) effective (date)".