

109499

Retirement of Classrooms

I. Surplus Classrooms

It is the intent of the Board that school facilities be utilized as efficiently as possible without jeopardizing the education progress of students. When declining enrollments create surplus classrooms within the schools, it is necessary to have systematic procedure for closing off such rooms in order to take advantage of any cost savings that may accrue from decreased energy and maintenance requirements. The following guidelines shall be used for classroom closure:

A. EARLY YEARS SCHOOLS

- i) Up to 8 classes - the school is entitled to use four back-up rooms.
- ii) 9 - 15 classes - the school is entitled to use five back-up rooms.
- iii) 15 or more classes - the school is entitled to use six back-up rooms.

The back-up rooms could be scheduled for music, French, science, art, computer literacy, resource and/or Educational Support Services use.

The gymnasiums and auxiliary rooms such as teacher preparation rooms, staff rooms and library are not considered in the total room count of a school for application of the above formula.

The remaining rooms in the building will be locked and principals are advised to cluster empty classrooms in a wing or designated floor area.

B. SECONDARY SCHOOLS

The following provisions shall apply regarding the use of secondary (Grade 6 – 12) school classrooms:

- a) Classes shall be timetabled into academic classrooms to make the most efficient use of as few rooms as possible for programming needs. Except for unusual programming requirements, it is

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expected that teachers shall share classroom facilities in a department.

- b) As a general guideline, the base classroom entitlement shall be generated by the following formula:

i) Middle Years Schools:

$$\frac{\text{No. of regular students}}{25} = \text{Base Classroom Entitlement}$$

ii) Senior Years Without Vocational:

$$\frac{\text{No. of regular students}}{25} = \text{Base Classroom Entitlement}$$

iii) Senior Years with Vocational:

$$\frac{\text{No. of regular students}}{44} = \text{Base Classroom Entitlement}$$

iv) Secondary Schools with Vocational (Grades 6-12):

$$\frac{\text{No. of middle years students}}{25} = \text{Base Classroom Entitlement}$$

PLUS

$$\frac{\text{No. of Senior Years Students}}{39} = \text{Base Classroom Entitlement}$$

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- c) In addition to the base number of classrooms, space should be provided for the following specialty areas:

- Special Education classes
- Physical Education par - Band
- Art
- Library
- Industrial Arts
- Home Economics
- Computer
- Marketing (store)
- Cafeteria

Basically, these specialty areas are not suitable teaching areas for other subjects. Where a specialty classroom is used for the teaching of more than one subject, modifications of the facilities may be required.

- d) Where the implications of the formula restrict the school's capabilities to make approved courses available for students, the Principal should request additional space.

C. LOCKING PROCEDURE

All classrooms that are surplus to the school's needs shall be locked and it will require central office approval for a room to be reopened, with the exception of principal and caretaker inspections.

D. APPEALS

Where unforeseen circumstances create a need for space beyond the formula allotment or timetabled usage, the principal shall present the case to the Superintendent/CEO or designate for their decision.

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