



Calgary Board of Education

OFFICE OF THE BOARD OF TRUSTEES

Education Centre

515 Macleod Trail S.E., Calgary, Alberta T2G 2L9 Telephone: 403-294-8487 Fax: 403-294-8282

February 24, 2010

WRITTEN NOTICE REGARDING CONSIDERATION OF CLOSURE OF SIR WILLIAM VAN HORNE HIGH SCHOOL AND ALL PROGRAMS CONTAINED THEREIN

INTRODUCTION

At a Regular Meeting on Tuesday, February 16, 2010, the Board of Trustees of the Calgary Board of Education (CBE) passed a motion to consider the closure of Sir William Van Horne High School and all programs contained therein effective June 30, 2011. Motion to consider closure does not mean that closure will occur – only that the possibility of closure will be considered. No closure decision will be made by the Board until parents and the public have had an opportunity to provide input with respect to this important community matter.

A public meeting is scheduled in the **Sir William Van Horne High School gymnasium** on **Tuesday, March 9, 2010**.¹ The meeting will commence at **7:00 p.m.** and will conclude no later than **10:00 p.m.** The public meeting will provide those in attendance with an opportunity to participate in a discussion respecting the information provided in this notice. Parents and interested members of the public will also have an opportunity at the public meeting to make statements or ask questions of CBE administration.

A key issue is that the enrolment at Sir William Van Horne High School continues to decline as more students choose to access Knowledge and Employability courses in their designated high schools.² A low number of students in each grade presents challenges in the ability to address programming needs of students and appropriate course selections.



As a way to effectively use space and resources for both educational programming and plant operations and maintenance, the following have been identified as both opportunities and challenges:

- There is excess space at Sir William Van Horne High School due to low enrolment.
- It is the expectation of Alberta Education that Knowledge and Employability courses will be offered in all high schools. As the Calgary Board of Education moves toward this goal, it is projected that enrolment will continue to decline at Sir William Van Horne High School.
- Student enrolment at most Calgary Board of Education high schools is larger than the student enrolment at Sir William Van Horne High School; therefore a broader array of courses is available for students who choose to access Knowledge and Employability courses in their designated high school.

BACKGROUND

Sir William Van Horne High School is located in the residential district of University Heights and was built as a dedicated vocational school in 1967. Since the late 1980's, occupational programming was offered in the form of the Integrated Occupational Program. Between August 31, 2006 and August 31, 2007, the Integrated Occupational Program was withdrawn from the Program of Studies at the direction of Alberta Education and replaced by a series of individual Knowledge and Employability courses. Alberta Education's expectation is that all high schools will offer these courses.

The provincial capacity of Sir William Van Horne High School is 965 student spaces. Historical enrolment over the last eight years at Sir William Van Horne High School including enrolment in system special education classes as of September 30th is as follows:

	GR9	GR10	GR11	GR12	Total
2002	27	153	109	130	419
2003	19	133	164	113	429
2004	15	128	124	155	422
2005		114	129	147	390
2006		94	115	137	346
2007		66	105	138	309
2008		79	74	140	293
2009		87	86	123	296

Since the Integrated Occupational Program was withdrawn from the Program of Studies, enrolment at grade ten has been less than 100 students, creating a negative impact on the total enrolment at Sir William Van Horne High School.

Sir William Van Horne High School is located in the Calgary Board of Education's Administrative Area I (see *Appendix I*). The majority of the students enrolled at Sir William Van Horne High School for Knowledge and Employability courses reside in Areas I and II (see table below). Sir William Van Horne High School also accommodates system special education classes for the Deaf and Hard of Hearing and Paced Learning with 54 students.

Administrative Areas	Enrolment
Area I	104
Area II	103
Area III	19
Area IV	11
Area V	3
Outside of City Limits	2
Total	242

INFORMATION³

Section A: Implications For Affected Attendance Area

i) A Decision to Close This School Would Not Affect Attendance Areas

There is no defined attendance area for Sir William Van Horne High School; therefore there are no implications for attendance areas.

ii) A Decision to Close This School Would Result in a Change in Designation for Some Students

If the Board of Trustees decides to close Sir William Van Horne High School and all programs contained therein on June 30, 2011, students would be designated as follows:

- System special education classes would be relocated for the 2011-2012 school year.
- Students enrolled at Sir William Van Horne High School on June 30, 2011 would be directed to their designated high school.

iii) A Decision to Close This School Would Affect Attendance at Other Schools

If the decision is made to close Sir William Van Horne High School and all programs contained therein, for the 2011-2012 school year, high school students will be directed to their designated high school. However, all high school students have the option of attending any high school, provided that they have completed an Application for Transfer form and that the school has the space and resources to support the learning needs of the students. The impact will be increased enrolment at other high schools.

Section B: Implications Relative to CBE’s Long Range Capital Plan (comprised of School Capital Plan 2010-2013 and the Ten-Year Facilities Plan 2009-2018)

A decision to close Sir William Van Horne High School and all programs contained therein provides an opportunity to continue to work towards 80-85% space utilization within the Calgary Board of Education. The CBE’s *School Capital Plan 2010-2013* identifies strategies to provide new and modernized schools in closer proximity to student populations. The Calgary Board of Education’s *Ten-Year Facilities Plan 2009-2018* provides detailed site, building, program and planning information for each school building. The high schools who will be receiving the Sir William Van Horne High School students are able to accommodate the additional students without the need for capital cost upgrades or expenditures.

Both documents are available from any CBE school or can be accessed on the CBE website at <http://www.cbe.ab.ca/aboutus/documents.asp>

Section C: Implications With Respect to Busing

There will be no change to the provision of subsidized transportation services for students to their designated high school should Sir William Van Horne High School and all programs contained therein close.

Administrative Regulation 6095-Student Transportation is available on the CBE website at <http://www.cbe.ab.ca/policies/policies/AR6095.pdf> and provides information regarding the administration of transportation services. Also, see *Appendix II – Transportation Information 2009-2010* for a summary of transportation eligibility criteria, fees and parent/guardian responsibilities relating to student transportation.

Section D: Educational, Programming and Staffing Impacts

i) The Educational Impact Associated With Non-Closure of This School

Assuming that Knowledge and Employability courses will be offered in all high schools, the enrolment at Sir William Van Horne High School is projected to decline to 260 students for September 2010 (see table below).

	GR10	GR11	GR12	TOTAL
Knowledge and Employability	30	75	101	206
Deaf and Hard of Hearing (1 class)	5	3	6	14
Paced Learning (2 classes)	15	15	10	40
Total	50	93	117	260

For the 2011-2012 school year, it is anticipated that the enrolment for grades 10 and 11 will be approximately 30 Knowledge and Employability students in each grade. Offering an appropriate range of programming opportunities and organizing students into classroom groupings for instruction would be significantly limited. A significant portion of the resources allocated to schools through the Resource Allocation Model is based on each student’s profile and with fewer students, fewer teachers and support staff members could be hired. The ability to organize for

instruction to best meet individual student learning needs and interests in all of the programs currently offered becomes very challenging. Staff expertise in specialized areas would be limited for both instructional programming as well as extra- and co-curricular activities.

With placement of special education system classes reviewed on a yearly basis, the projected 54 students in the three system special education classes would not be guaranteed for Sir William Van Horne High School's enrolment.

Consistent with Alberta Education direction for Knowledge and Employability courses, beginning in the 2011-2012 school year Knowledge and Employability courses will be offered in other Area I and Area II high schools. This may further negatively impact the number of students taking Knowledge and Employability courses at Sir William Van Horne High School.

The decision not to close Sir William Van Horne High School and all of the programs contained therein would result in an Area I school that is less than 50% utilized. In addition, with the new northwest Calgary high school scheduled to open for the 2013-2014 school year, utilization rates in Area I schools would be further affected.

ii) The Educational Impact Associated With Closure of This School

If Sir William Van Horne High School and all programs contained therein are closed and Area I and II students access Knowledge and Employability courses at their local high schools, the principals of the local high schools will be able to provide a wider variety of course choices and more effectively use space and resources in order to meet the diverse learning needs and interests of students in their community high schools. Students would have choice of a wider variety of courses, opportunity to work with teachers with specialization in a wider variety of disciplines, and access to staff members who could offer a broader range of extra- and co-curricular activities. When the new northwest Calgary high school opens in the 2013-2014 school year, Knowledge and Employability courses will also be offered in that school to provide students with additional access and choice in their community school.

In the local high schools, a variety of strategies would be implemented to provide support for students in their Knowledge and Employability courses and other courses. Specific strategies could include:

- designating one counselor and one administrator for all students enrolled in Knowledge and Employability courses to support progress through their individual learning plans
- creating a school support committee including all Knowledge and Employability teachers as well as appropriate counseling, special education and administrative personnel to discuss teaching strategies, individual student progress and school supports required
- creating flexibility in the grade 10 English, Social Studies, Science and Mathematics Knowledge and Employability classes so that students could complete either the 10-4 course or another course level appropriate to student ability
- developing additional individual and group supports in career development to assist students with job search and employability skills, as well as off-campus work experiences
- hiring additional support personnel (e.g. Educational Assistants, Behavior Support Workers etc.) to assist students with academic success and social/emotional development,

- working with community partners and service agencies to support leadership and personal development opportunities for students in Knowledge and Employability courses
- developing opportunities to include Knowledge and Employability students in school-wide extra- and co-curricular activities

In addition, moving a group of teachers and support staff from Sir William Van Horne High School to the local high schools would assist with transitions for Knowledge and Employability students and to also provide mentorship for local high school teachers who have not previously worked with these students. Students in the two Paced Learning system classes and in the Deaf and Hard of Hearing system class could have access to a wider variety of courses as well as extra- and co-curricular activities in larger enrolment high schools. It is possible that these system classes could be relocated to schools that were closer to the home communities of the students.

iii) Staffing Impact

Resources are allocated to schools based on a per school base allocation, student enrolment and student profile. Should Sir William Van Horne High School and all programs contained therein close, resource allocations would be adjusted at the high schools in Area I and Area II where the students were enrolled.

Deployment of both staff and resources would be at the discretion of the principals. Based on the number and the individual needs of students enrolled at a school, the principal determines how to effectively allocate staff and resources to best serve the learning needs of students. As a result, smaller schools may have less flexibility in attaining staffing efficiencies and in maintaining appropriate staffing for diverse student learning needs.

Certificated staff would be transferred to different schools through the “Teacher Transfer Process”, in accordance with the CBE’s current staffing processes, considering their expertise in working with Knowledge and Employability courses. Final teacher staffing decisions will take place in the fall of 2011, based on actual enrolments in the receiving schools.

Support staff in schools identified for transfer/layoff will be considered for placement and recall in accordance with the Calgary Board of Education and Staff Association Collective Agreement and current staffing process. Facility Operations staffing levels will be assessed in accordance with the CBE and CUPE Local 40 Collective Agreement and caretaking staffing formulae and practices.

Section E: Financial and Capital Implications

i) General Financial and Operational Impacts

The following are the Financial and Operational impacts should Sir William Van Horne High School and all programs contained therein close:

- There may be a reduction in administrative staff.
- Cost of maintenance and operation will be negated as the facility will be leased.
- Financial support for student and staff is negligible as resources are allocated to schools based on student enrolment and profile and will follow students to their designated high schools.

ii) Capital Impacts

There is no known capital cost associated with the proposed school closure.

Section F: Future Facility Plans

If the closure of Sir William Van Horne High School and all programs contained therein was approved and system special education classes were relocated, the school would be declared surplus to CBE's programming needs and made available for leasing opportunities.

ADDITIONAL INFORMATION

Trustees welcome your views and input and invite you to provide comments to them directly or through administration. Questions regarding the Board of Trustees' consideration of closure of Sir William Van Horne High School and all programs contained therein may be submitted in writing to the Area office, on the attached form, prior to **12:00 noon on Friday, March 5, 2010**.

Dr. Dianne Yee, Director, Area I

Calgary Board of Education

c/o Parkdale Centre

728 - 32 St. N.W.

Calgary, Alberta T2N 2V9

or

Fax: 403-777-8719

or

E-mail directly to yourvoice@cbe.ab.ca

It is not possible to respond individually to questions or inquiries prior to the public meeting. At the public meeting, having reviewed questions for relevancy and redundancy, selected questions will be answered. Should your specific question(s) not be selected for response at the public meeting, you will have ample opportunity to direct questions to administration and you are invited to do so.

As outlined in the Board of Trustees' Governance Policies and Procedures, the Board shall not make a decision on the consideration of closure of Sir William Van Horne High School and all programs contained therein until at least three weeks have passed from the date of the public meeting. The Board will give due consideration to any written submissions on the proposed closure that it receives after the public meeting and prior to the final debate and decision at a meeting of the Board of Trustees.

Yours sincerely,



Pat Cochrane, Chair

Board of Trustees

CALGARY BOARD OF EDUCATION

Attachments:

Appendix I: Map

Appendix II: Transportation Information 2009-2010

Form For Return: – Question Submission Form

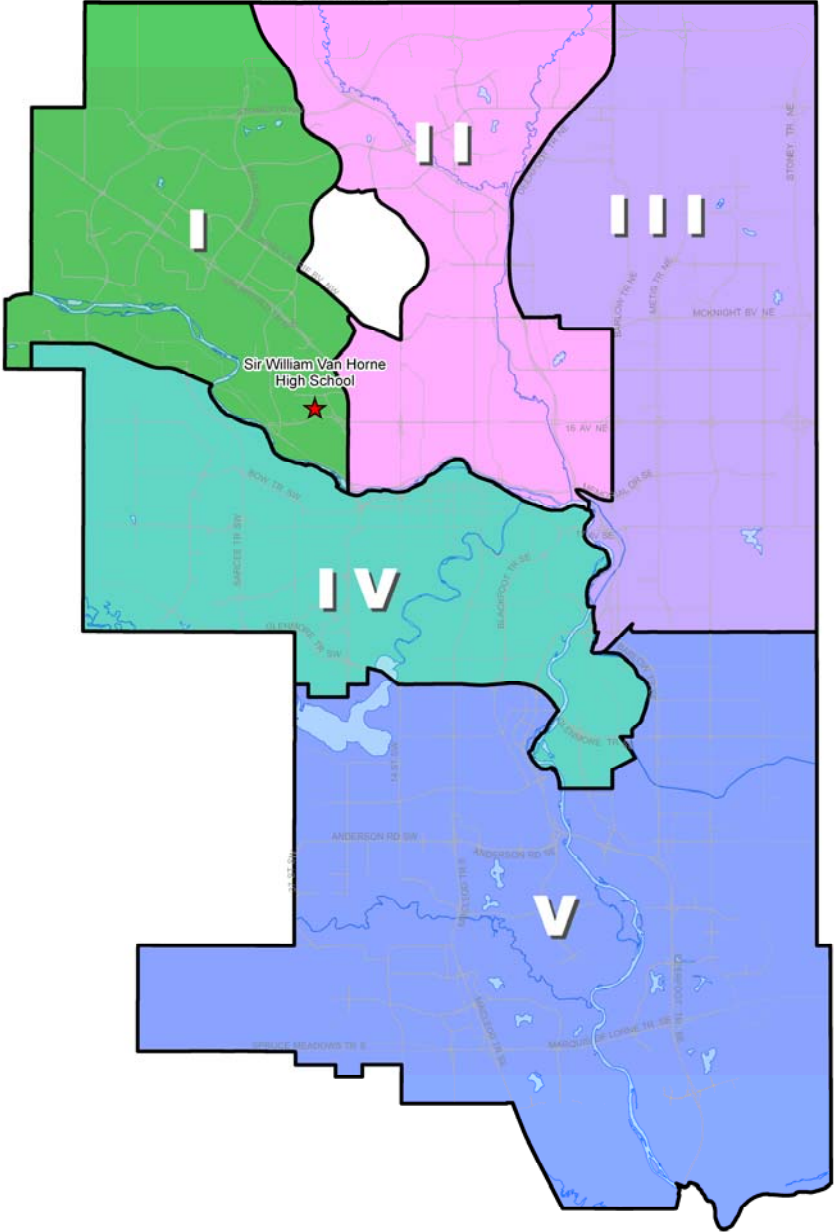
Endnotes

¹ Pursuant to the School Act, R.S.A. 2000, Chapter S-3 and its associated regulations, the power to close a school or a school building or to transfer three or more consecutive grades in a program at a school housing more than one education program rests solely with the Board of Trustees and cannot be delegated. The Board of Trustees' Governance Policies and Procedures identify the formal process that will be followed when closure is being considered. The Board of Trustees' Governance Policies and Procedures relevant to closure considerations are available on the CBE's website. In accordance with those process requirements, the information in this notice is provided to the parents/guardians of students registered at Sir William Van Horne High School and is available on the CBE website.

² With respect to the information contained throughout this Written Notice, please note that enrolment figures are based on September 30, 2009 data from SIRS (Student Information Records System) and enrolment projections for 2010-2011 are prepared by the Department of Community Engagement and Operational Planning.

³ The Closure of Schools Regulation (AR 238/97) and the Board of Trustees' Governance Policies and Procedures are directive regarding the content of the Written Notice. The layout of that information is discretionary. For ease of presentation, the specific information set forth at s. 4 (2) and (3) of the Board of Trustees' Governance Process Policy GP5E: Board of Trustees' Procedure – Consideration of School Closure is set forth in this Written Notice in the following fashion: s. 4 (2) (a) (b) &(c) are contained within this document at Section A: Implications For Affected Attendance Areas. Section 4 (2) (b.1) is contained within this document at Section B: Implications Relative to CBE's Long-Range Capital Plan. Section 4 (2) (d) is contained within this document at Section C: Implications with Respect to Busing. Section 4 (2) (e) (f) & (g) are contained within this document at Section D: Educational Programming and Staffing Impacts and Section E: Financial and Capital Implications. Section 4 (3) (b) is contained within this document at Section F: Future Facility Plans.

Appendix I:
Map of Calgary Board of Education's Administrative Areas
and Sir William Van Horne High School
2009-2010 School Year



Appendix II: Transportation Information 2009-2010

Administrative Regulation 6095 - Student Transportation, section 5, states:

5 (1) The parent or guardian of a student or the independent student receiving subsidized transportation must provide for the supervision and transportation of the student to and from the bus stop on the bus route for eligible students.

5 (2) If a student does not receive subsidized transportation, the parent/guardian of the student or the independent student must provide for the supervision and transportation of the student to and from school.

Eligibility for Subsidized Transportation

The Calgary Board of Education will provide subsidized transportation in accordance with AR6095 for students who attend their attendance area school or directed school and who live within the transportation service area. The transportation service area means the designated zone within an attendance area in which the Calgary Board of Education provides subsidized transportation.

All students receiving charter bus service will be required to pay any applicable transportation fee. Parents of eligible students experiencing financial difficulties may apply for a waiver of the transportation fee(s). This application is available at your child's school or on the CBE website at: www.cbe.ab.ca/parents/forms.asp

ELIGIBLE RIDERS (within Transportation Service Area)

	Grades K-6	Grades 7-9	Grades 10-12
Type of Transportation	Charter Bus (Southland or First Student)	Charter Bus (Southland or First Student) OR Calgary Transit (CT) (only for specific schools listed on the CBE website)	Calgary Transit (CT)
Special Needs students may be transported by charter bus, taxi or handi-bus and are required to pay the transportation fee and complete the Special Needs Transportation Charter form.			
Transportation Fee	\$165.00/student/year Maximum \$330.00/family/year for charter transportation	\$165.00/student/year Maximum \$330.00/family/year for charter transportation OR Cost of CT pass less rebate	Cost of Calgary Transit (CT) pass less rebate
CT Bus Pass (unrestricted) Purchased by student/parent at local vendor		Rebate of \$36.00/month for Calgary Transit pass if charter bus service is not provided	Rebate of \$18.50/month for Calgary Transit pass
Bus Stop Administrative Regulation 6095 11(5) states: Kindergarten, elementary students and junior high school students enrolled in an alternative program, other than a bilingual or immersion program, may be required to travel farther than 800 meters or 1600 meters from their home or daycare centre, as outlined in sections 11(3) and 11(4) to a congregated school bus stop.	Approximately 800 m or more from home "Transportation Change Request Form" can be completed only if there are no stops within approximately 800 meters of the student's home address (see CBE website for details)	Approximately 1600 m or more from home "Transportation Change Request Form" can be completed only if there are no stops within approximately 1600 meters of the student's home address (see CBE website for details)	
Bus Routes	Available from the school 3 working days prior to the start of classes		Available by mid-August at schools and online at www.calgarytransit.com
CBE Bus Pass	Students will be issued a bus pass, which is sent to the student's school for distribution. If a student loses a bus pass: <ul style="list-style-type: none"> • School will issue a temporary pass • \$2.00 fee for replacement pass (to Transportation Services through the school) 		

CONDITIONAL RIDERS

Students who are not attending their attendance area school or who are not within the transportation service area **may** be able to access existing service **if there is a suitable stop on the existing bus route.** Fees will not be waived for Conditional Riders.

Criteria for Conditional Riders:

- Must access an existing stop
 - Must be room on the bus
 - Must pay the transportation fee
 - No additional bus routes will be implemented to accommodate conditional riders
 - Must wait for written approval from Transportation Services before starting to ride the bus
- Note:** Approval may take until mid-October so alternative arrangements must be in place prior to approval or in the event that approval cannot be granted.

CONDITIONAL RIDERS (not within Transportation Service Area)

	Grades K-6	Grades 7-9	Grades 10-12
Type of Transportation	Charter Bus (Southland or Cardinal/ First Student)	Charter Bus (Southland or Cardinal/ First Student) OR Calgary Transit (CT) (only for specific schools listed on the CBE website)	Calgary Transit (CT)
Transportation Fee	\$165.00/student/year No family maximum	\$165.00/student/year No family maximum OR Cost of CT pass (\$52.50 per month)	Cost of Calgary Transit (CT) pass
Bus Stop	Must access an existing bus stop. No stop changes will be considered.	Must access an existing bus stop. No stop changes will be considered.	
CT Bus Pass (unrestricted) Purchased by student/parent at local vendor		No rebate on CT pass	No rebate on CT pass
Bus Routes	Available from the school 3 working days prior to the start of classes		Available by mid-August at schools and online at www.calgarytransit.com
CBE Bus Pass	Students will be issued a bus pass, which is sent to the student's school for distribution. If a student loses a bus pass: <ul style="list-style-type: none"> • School will issue a temporary pass • \$2.00 fee for replacement pass (to Transportation Services through the school) 		

PARENT/GUARDIAN RESPONSIBILITIES

If the Calgary Board of Education provides subsidized transportation, the parent or guardian of the student is responsible for:

1. Completing the Transportation Contract (available at www.cbe.ab.ca by following the links from “Parents” to “Forms You Need”) and ensuring that an accurate and current address and phone number is provided. Submitting the completed contract to your child’s school by the deadline.
2. If applicable, completing the Fee Waiver Application (available at http://www.cbe.ab.ca/parents/Forms/D002_FeeWaiver.pdf) and submitting by the established deadline.

3. Ensuring students understand and obey the “School Bus Rules” (see Administrative Regulation 6096 – School Bus Rules at <http://www.cbe.ab.ca/policies/policies/AR6096.pdf>)
4. Ensuring students are punctual and arrive at the designated pick-up location five minutes prior to the scheduled stop time.
5. Ensuring students are respectful of property owners, and do not use private property as a gathering point at their pick up/drop off location.
6. Ensuring students are properly dressed for inclement weather.
7. Paying for any willful damage caused by their student while riding to and from school.
8. Ensuring that students know how to recognize their bus stop and find their way home safely.
9. Ensuring that Kindergarten and Grade 1 students have their name, address and telephone numbers attached to their clothing for the first weeks of school.
10. Escorting to and meeting their young student at the bus stop and ensuring their student’s safety while traveling to and from their bus.
11. Ensuring students have appropriate medication, if required, and understand what to do if they need to use the medication.
12. Establishing emergency procedures for students, so that they know what to do if:
 - The bus is late or does not arrive
 - No one is home, or
 - There is an emergency school closure
13. Utilizing the transportation phone protocol system or email when concerns/questions arise.
Email: transportation@cbe.ab.ca

Transportation Phone Protocol:

Dial (403) 294-8195, Press 1 to return to the main menu at any time.

When prompted select:

2. For services related issues (including driver commendations, complaints or late buses).
3. For information on current bus schedules, noon supervision fees or to request any transportation forms (except for ineligible rider applications).
4. For Calgary Transit Rebate banking inquiries.
5. Special Needs transportation.
7. For inquiries regarding Calgary Transit bus routes and schedules.
8. For route or schedule changes.
9. For all other inquiries including transportation eligibility and bus pass inquiries.

For assistance with waivers please contact your school or call Financial Services at (403) 294-8315.

For inquiries regarding noon supervision fees, please contact your child’s school directly.

