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**Exhibit 1: PWPSD Provision of Information for School Closure or Grade Reduction**

1. Prior to any recommendation, the Superintendent shall prepare for the Board a status report on the school facility or facilities in question. The report shall address how a decision to close or reduce grade levels would affect the following:
  - a. The attendance area defined for the school affected;
  - b. The attendance at other schools, including the number of students relocated by virtue of school closure, grade reduction, or student transfer;
  - c. The need for and extent of, bussing;
  - d. Program implications for other schools;
  - e. Program implications for students once they are attending other schools;
  - f. The financial and educational impact of closing the school or reducing grades, including the effect on operational costs and capital implications;
  - g. The financial and educational impact of not closing the school or reducing grades;
  - h. The capital needs of other schools that may have increased enrolment as a result of the closure, grade eliminations, or transfer of students;
  - i. The proposed disposal of the school if the entire school is to be closed and;
  - j. Any other pertinent issues that should be considered in the decision.
2. The Superintendent's status report and the facts and implications of the possible school closure or grade reduction of a school shall be communicated, in writing, to the parent(s)/guardian(s) of every student enrolled in the school that may be affected as well as to members of the greater school community who, in the opinion of the Board, will be significantly affected by the closure.
3. The Superintendent shall organize an instrument to ensure parents and other members of the public have an adequate and timely opportunity to respond to the information provided by the Superintendent. Such methods may include public or parent meetings, individual conversations, surveys and/or written correspondence.
4. Methods of providing feedback will be communicated directly to those who may be impacted through publicly posted announcements, school announcements and postings as well as through the PWPSD Communications Office via websites, social media and/or other electronic means of communication.
5. All information received will be compiled and provided to the Board as additional information to assist the Board in making an informed decision.