



North East School Division
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Arborfield School Transition Implementation Plan

The goal of this plan is to successfully begin the transition of Arborfield’s K-12 school to a K-6 school and to ensure next year’s grade 7-12 students feel welcome and comfortable and are successful in their new school environment. To do this, school and division staff invite Arborfield SCC and Arborfield families to influence applicable planning considerations.

Work will focus on the positive opportunities for learning and growth while acknowledging the emotional impacts of these changes for families, staff, and the community.

Throughout this work, it will be critical to keep in mind:

- Teachers and support staff must focus on student learning and keep the school operating as normally as possible until the end of the school year.
- Staff members still have routines to follow and duties to perform, all of which must take priority over the huge task of preparing for the transition.
- Students deserve to finish their school year in a typical learning environment.

The timeline of actions and responsibilities on the following pages are intended to be a guide to the process. The plan has been adapted and enhanced with advisement from Arborfield families and SCC. The responsibility for carrying out the actions in this list will be shared between the local school and the school division.

This plan must be completed in advance of the May 30, 2023, NESD Regular Board Meeting.

Decision Day and Immediately Following:

DECISION/ACTION	RESPONSIBILITY	TIMELINE
<input checked="" type="checkbox"/> Notifications – <i>Principals and SCC chairs should be notified immediately following the decisions.</i>	Director	April 25
<input checked="" type="checkbox"/> Publish the notice of the April 25 th , 2023 board motion regarding grade 7-12 discontinuance of Arborfield School in at least 1 issue of a newspaper having general circulation in the school district, attendance area Post notice regarding above board motion in the following locations: <ul style="list-style-type: none"> – 5 widely separated, conspicuous locations in Arborfield: – in Division Office – On the NESD website 	Director	April 26-28
<input checked="" type="checkbox"/> Information letters about grade discontinuance at Arborfield School (emailed and mailed) <ul style="list-style-type: none"> • MLA • RMs • Town of Arborfield, • Town of Zenon Park, • Town of Carrot River • SCC – Arborfield School • SCC – Both Carrot River Schools • <i>Notice shared with Minister of Education</i> 	Director	April 26

<input checked="" type="checkbox"/>	Notification all schools and staff of grade discontinuance at Arborfield School	Director and HR Superintendent	April 26/27
<input checked="" type="checkbox"/>	Relations with media – announcement of April 25, 2023 decision of the Board decision	Director	April 26
<input checked="" type="checkbox"/>	Relations with NESD departments – announcement of decision	Director	April 26
<input checked="" type="checkbox"/>	Posting of board decision on website	Director	April 26
<input type="checkbox"/>	Decision on transportation boundary -Post draft boundary and share method of input (May 31) -Collect SCC input (May 31- June 7) -Collect family input (May 31 – June 7)	Director/CFO, SCC	May 31 – June 7
<input checked="" type="checkbox"/>	Initial Student Support <i>School will rely on parents to inform students. If students approach staff to discuss, approach the change in a positive way. Have outreach worker available at school following announcement.</i>	Principal, Staff, StudentServices Team (if requested)	As needed
<input checked="" type="checkbox"/>	Meeting with parents to share ideas on handling the transition in a positive way with students. (SCC Advisement collected) – Send home supply lists – Calendars and bell times from Carrot River/Tisdale – Welcome letter from the new principal – Meet Carrot River Principal and physical education teacher/coach at Arborfield school – Discuss initial high school course options and course pathway options – Offer time with Arborfield School Principal for K-6 families to discuss plans – Offer alternate calendar option information	Principals, SCC, Division Athletic Commissioner.	May 15, 7:00, Parent night, survey and offer to engage through phone call
<input type="checkbox"/>	Student visits Carrot River AND/OR school staff visit Arborfield (SCC Advisement Collected) – Welcome to Carrot River Jr/Sr High School Evening -Tour of the existing school to point out homerooms, washrooms, entrances, library, main office etc. -Course selection for Sr students and hand out timetables for grade 7-9 - Meet the Principal and teachers -*If feasible (dependent on construction company), tour new school. – Grade 5 and 6 Fieldtrip to Love Land – Arborfield Grade 5 and 6 students to share in this experience together. – Grade 7-8-9 football invitation – This has taken place already and we currently have a student from Arborfield participating in Jr football this spring season. – Invitation to School Family BBQ – Invitation will be emailed to Arborfield families who will have children attending CRJSHS next school year. – Transition Support Person Identified - Principal Sari Carson will be the transition support person for all students and families. Mrs. Carson will be available to support initial questions and concerns as well as long term support throughout the 2023-2024 school year.	ARB/CR Principals, Staff, SCCs	Date will be shared with parents via email, text, Edsby and note sent home.
<input type="checkbox"/>	Planning for special needs students as per student services transition planning procedures and processes - Diversity Education Teacher will be involved as needed.	Principals, Student Services, Teachers, Parents	May/June
<input type="checkbox"/>	Planning additional supports for transitioning students as per parent request / student needs	Principals, Teachers, Parents	May-August

<input type="checkbox"/> Plan a celebration of the 7-12 Arborfield School and history the community (SCC Consideration) - Whole school festival planned on June 27th	Arborfield SCC, Principal, Staff, Students	June 27
<input checked="" type="checkbox"/> Arborfield School Grade 7-12 displayed awards, trophies, photos, memorabilia (SCC Consideration) - SCC request to leave all memorabilia at Arborfield School	Principals, SCC	May 4
<input checked="" type="checkbox"/> School-generated funds <i>Decide what is to be done with the school- earned funds.</i> (SCC Consideration) All Arborfield School – school generated funds will remain with Arborfield School	Director, SCC	May 4
<input checked="" type="checkbox"/> Post transition plan on NESD website and share with parents Posting methods and locations (SCC Advisement Collected) - Posted on Edsby, school website, emailed and text messaged. -Additional postings throughout town, in line with legislated requirements.	Director coordinates	May 31 Additional postings prior to June 15.
<input checked="" type="checkbox"/> Registration of students for receiving school -Applicable schools will complete	Principals support and updates intake schools.	As required
<input type="checkbox"/> Notification in writing to families confirming designated receiving school and Transportation Information -Email and letter to follow	Transportation Manager	June 23
<input type="checkbox"/> Confirmation of School Calendar (<i>calendar options</i>) available to Arborfield K-6 School). Arborfield SCC has indicated the alternate calendar is preferred. -Calendar options shared -Feedback collected – May 10 to June 7 -Calendar confirmed – Prior to June 15	Director	May - June