



SCHOOL CLOSURE/ STUDENT POPULATION TRANSFERS

The Board may from time to time consider the closure of existing school(s) to ensure efficient and effective operation of the Division. When considering the possible closure of a school the Board will consult and communicate with the parents and the broader community, in compliance with procedures outlined in section 62 of the Education Act and regulations.

Specifically

1. Closure under this policy means to:
 - 1.1 Close a school permanently or for a specified period of time;
 - 1.2 Close entirely three (3) or more consecutive grades in a school; or
 - 1.3 Transfer student populations from one (1) school building to one or more other school buildings on a permanent or temporary basis.
2. One (1) or more of the following consideration factors may lead the Superintendent to submit a proposal under this policy to the Board:
 - 2.1 Student population and enrolment trends;
 - 2.2 Location and suitability of alternative school accommodation for the students affected;
 - 2.3 Enhancing the effectiveness of program delivery;
 - 2.4 Transportation needs of all students potentially affected and the implications on both a local and Division basis;
 - 2.5 Improving school facility utilization;
 - 2.6 Ensuring efficient and effective operation of the Division; or realignment of grade
 - 2.7 Threats to health and/or safety.
3. A proposal under this policy may also be initiated at the request of the Board.
4. A notice of motion will be tabled by the Board at a regular meeting outlining the proposed changes and the specific school(s) or grade(s) involved.
5. Following the notice of motion, a letter will be sent to the parents/guardians of every child in the school(s) affected, notifying them of the fact and the implications of the notice of motion. The letter must address questions relating to how the proposal would affect the following:



- 5.1 Attendance area(s) for affected school(s);
 - 5.2 Attendance at other schools by students relocated because of the school closure or realignment;
 - 5.3 The need for, and extent of, busing;
 - 5.4 The effect on the social environment of the community;
 - 5.5 Program implications for the students when they are attending other schools;
 - 5.6 Program implications for other schools;
 - 5.7 The educational and financial impact of closing the school or realignment of the grades, including the effect on operational costs and the capital implications;
 - 5.8 The financial and educational impact of not closing the school or realigning the grade structure;
 - 5.9 The capital needs of other schools that may have increased enrolment; and
 - 5.10 Proposed disposal or use for the school that is to be closed.
6. Organizing and convening a public meeting for the purpose of discussing the information provided to the parents in the School Closure Proposal.
 - 6.1 Organizing and convening a public meeting for the purpose of discussing the information provided to the parents in the School Closure Proposal.
 - 6.2 The date and time of the public meeting referred to in clause 6.1 shall be:
 - 6.2.1 Posted in five (5) or more conspicuous places in the area(s) of the school(s) affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting; and
 - 6.2.2 Advertised in a newspaper, on the division website, and/or on social media circulating within the area(s) of the schools(s) affected by the proposed closure, on at least two (2) occasions as close to as is practicable to the date of the meeting.
 - 6.3 Providing an opportunity for affected groups to make presentations to the Board regarding the proposed changes will be provided prior to any decision being made.
 - 6.4 At least two (2) trustees of the Board shall attend the public meeting referred to in clause 6.1.
 - 6.5 Providing an opportunity for the Council of the municipality in which the school is located to provide a statement to the Board of the impact the closure may have on the community;



- 6.6 May hold other meetings with respect to the closure at times and places as the Board may determine; and
 - 6.7 Establishing a date by which written submissions relating to the proposed school closure will be received for its consideration following the meeting.
 - 6.8 The Board will ensure that minutes of all public meetings held under this section are prepared.
7. Board Decision on Proposed School Closure:
- 7.1 The Board shall not make a final decision on the proposed school closure until at least three (3) weeks have passed since the date of the public meeting and until at least twelve (12) weeks have passed since the date of the Notice of Motion in section 4.
 - 7.2 The Board shall give due consideration to any written submissions related to the proposed school closure that it receives after the public meeting referred to in section 6 of this policy.
 - 7.3 The Board shall by Board motion decide whether or not to close the school.
 - 7.4 If the decision is to permanently close the school, the Board shall
 - 7.4.1 Forthwith notify the Minister in writing of the decision;
 - 7.4.2 Send a letter to the parent of every child in the schools(s) affected, notifying them of the fact and the implications of the school closure.
 - 7.5 All school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made.

Legal Reference: Section 11, 33, 51, 52, 53, 62, 192, 222, 248, 249 Education Act
Disposition of Property Regulation