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| Section: | District Administration |
| Title: | School Closure – TO BE UPDATED |

The Board of Education will establish procedures for the closure of schools in accordance with the School Act and Ministerial Order M320/02.

General Guidelines

The Board of Education will formally approve, by bylaw, the closure of a school.

Prior to making a decision to close a school, the Board of Education will engage in a public consultation process.

The public consultation process will include the following components:

- Notice provided to the School Planning Council, the Parent Advisory Council and the school staff of a school which the board has identified for possible closure;
- Opportunity for written responses to the proposed school closure;
- At least one public meeting, advertised in the local newspapers and school newsletters; and
- At least one public meeting held at the school being considered for closure.

If the Board of Education decides to close a school, it will provide to the Minister of Education a copy of the bylaw referred to in this policy, and written notification of the closure in accordance with the School Act.

Process

The superintendent, in consultation with the secretary-treasurer, will determine whether schools should be evaluated for closure, predicated on the following criteria:

- Educational effectiveness
- Percentage of capacity used
- Projected enrolment decline
- Geographic location
- Condition of building
- Economic savings

Upon completion of the analysis of the identified schools, the superintendent and/or secretary-treasurer will report to the Board of Education on the results of the evaluation. The Board of Education will determine the schools to be considered for possible closure.

The secretary-treasurer and/or superintendent will notify the school principal and PAC executive that their school has been identified for possible closure. The superintendent and/or secretary-treasurer will meet with the principal and PAC executive to review supporting documentation that will be disseminated at the public meeting(s) and to determine the agenda for the public meeting.

The superintendent and/or secretary-treasurer will report on the possible closure at the public meeting(s) called for this purpose and include at least the following information:

- Educational rationale
- Busing
- Building evaluation
- Enrolment projections (previous 5 years and future 5 years)
- Boundary adjustment, if necessary
- Financial implications

In accordance with Section 5 of the 2008 School Opening and Closure Order the public consultation process will include:

- A fair consideration of the community's input and adequate opportunity for the community to respond to the Board's proposal to close the school permanently;
- Consideration of future enrolment growth in the district of persons of school age, persons of less than school age and adults; and
- Consideration of possible alternative community use for all or part of the school.

Members of the public may make written public submissions to the board on the possible closure, which must be received by the secretary-treasurer no later than two weeks prior to the date established for a final decision. A final decision will be made by the board no earlier than 60 days after the closure process has been announced by the board.

Upon the Board of Education's determination that a school will be closed, the principal(s) working with the superintendent, the secretary-treasurer and the PAC executive will determine the measures necessary to effect the transition resulting from closure.

Date of Board Approval: February 2009

Revised: September 2010

Definition:

- *School closure – means the closing, for a period exceeding 12 months, of a school building used for purposes of providing an educational program to students. School closure does not include the closing of a school for the purposes of effecting repairs, renovations or additions if the board intends to reopen the building upon completion of the repairs, renovations or additions.*

Legal Reference: School Act, Section 73

Cross Reference: [Disposal of Land or Improvements Policy #20](#)