

POLICY 15

**SCHOOL CLOSURE, RECONFIGURATION, ADDITIONS TO,
AND NEW CONSTRUCTION OF SCHOOLS****Preamble:**

It is the responsibility of senior administration to monitor and assess the facility and physical needs of each school and community. To this end, the following must be considered with recommendations to the Board for appropriate action.

1.0 Closure of Schools

In order to operate an effective and efficient school system, the Board may at its discretion:

- 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 all students from one school building to one or more other school buildings on a permanent basis.

2.0 Notification of Proposed Closure

- 2(1) When the board considers the closure of a school, the board shall
 - 2(1)(1) raise the matter by way of a motion at a regular meeting of the board; and
 - 2(1)(2) in writing notify the parents of every child and student enrolled in the school who in the opinion of the board, will be significantly affected by the closure of the school.
- 2(2) The notice referred to in subsection (2)(1)(2) shall set out the following:
 - 2(2)(1) how the closure would affect the attendance area defined for that school;
 - 2(2)(2) how the closure would affect the attendance at other schools;
 - 2(2)(3) information on the board's long-range capital plan;
 - 2(2)(4) the number of students who would need to be relocated as a result of the closure;
 - 2(2)(5) the need for, and extent of, busing;
 - 2(2)(6) program implications for other schools and for the students when they are attending other schools;
 - 2(2)(7) the educational and financial impact of closing the school, including the effect on operational costs and capital implications;

- 2(2)(8) the educational and financial impact if the school were to remain open;
- 2(2)(9) the time and location of the public meeting referred to in section 3(1)(1).

3.0 Public Meeting

- 3(1) When the board has given notice of motion at a regular meeting of the board that it is considering the closure of a school, the board
 - 3(1)(1) shall organize and convene a public meeting for the purpose of discussing the information provided to the parents under section 2(2);
 - 3(1)(2) shall provide 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; and
 - 3(1)(3) may hold other meetings with respect to the closure at times and places as the board may determine.
- 3(2) The date and place of the public meeting referred to in subsection 3(1)(1) shall be
 - 3(2)(1) posted in five (5) or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least fourteen days before the date of the public meeting; and
 - 3(2)(2) advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, on at least two occasions as close as is practicable to the date of the meeting.
- 3(3) At least two (2) trustees of the board shall attend the public meeting referred to in subsection 3(1)(1).
- 3(4) The board shall ensure that minutes of all public meetings held under this section are prepared.

4.0 Decision on Closure

- 4(1) The board shall not make a final decision on the proposed closure until at least three weeks have passed since the date of the public meeting referred to in section 3(1)(1).
- 4(2) The board shall give due consideration to any written submissions on the proposed closure that it receives after the public meeting referred to in section 3(1)(1).
- 4(3) The board
 - (a) shall by resolution decide whether to close the school; and

- (b) if the decision is to close the school, shall forthwith notify the Ministers in writing of the decision.

5.0 Closure Within School Year

- 5(1) All school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made.
- 5(2) Notwithstanding subsection 5(1), on the written request of the board, the Minister may extend the school closure procedures beyond one school year.

6.0 Non-Application of Section

- 6(1) Sections 1-4 do not apply to a closure that occurs
- 6(1)(1) in connection with the transfer by the board to another board or to the operator of a charter school of the ownership of real property on which a school building is located and the school building will continue to be used for the instruction or accommodation of students;
- 6(1)(2) as a result of the Minister having directed the board to dispose of the building pursuant to section 200(3) of the Act; or
- 6(1)(3) pursuant to section 1.2 if
- (i) the school has more than one education program;
 - (ii) the students in the grades being closed are all in the same education program; and
 - (iii) the education program referred to in subclause (ii) is to be transferred to another school.
- 6(2) Where a board plans to transfer an education program pursuant to subsection 6(1)(3) the board shall organize and convene an information meeting for the purpose of informing the parents of the students affected by the transfer and the alternative arrangements for continuing the education program at another school.

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