

## Board Policy 16

### School Closure

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The Board believes that a school's operational viability may warrant a consideration of closure of three (3) or more consecutive grade levels or the entire school.

#### Specifically

1. Board shall issue, no later than January 15, a Notice of Motion approved by majority vote that the Board will consider at the first regular Board meeting in April, the closure of a school/discontinuation of three (3) or more consecutive grades within a school.
2. Within fourteen (14) calendar days of the approval of the Notice of Motion, a registered letter shall be mailed to the parents of every student enrolled in the school indicating:
  - 2.1 How the closure would affect the attendance area defined for that school;
  - 2.2 How the closure would affect the attendance at other schools;
  - 2.3 Information on the Board's long-range Capital Plan.
  - 2.4 The number of students who would need to be relocated as a result of the closure;
  - 2.5 The need for, and extent of, busing;
  - 2.6 Program implications for other schools and for the students when they are attending other schools;
  - 2.7 The educational and financial impact of closing the school, including the effect on operational costs and capital implications;
  - 2.8 The educational and financial impact if the school were to remain open;
  - 2.9 The capital needs of the schools that may have increased enrolment as a result of the closure;

- 2.10 If the entire school is to be closed, any proposed use of the school building; and
- 2.11 The time and location of the public meeting.
- 3. The Board shall convene a public meeting no later than the end of February to discuss the proposed resolution, the implications and possible alternatives.
- 4. At least two (2) trustees shall attend the public meeting.
- 5. After the public meeting, electors shall be given until March 31 the opportunity to submit or present to the Board a written response regarding the Notice of Motion;
- 6. If the motion to close a school or three (3) or more consecutive grades is carried, the Board shall notify the Minister in writing of its decision.
- 7. Complete Timeline
  - 7.1 Each year prior to November 15, the Superintendent will review all schools and present the result of his review to the Board.
  - 7.2 The following timelines will guide the process for possible school closures:
    - 7.2.1 **October 1 to November 1**  
The Superintendent will review all schools. (as per Policy 15 – School Operational Viability)
    - 7.2.2 **First Board Meeting in November**  
The Superintendent will report to the Board regarding the viability of each school.
    - 7.2.3 **Prior to January 15**  
The Board will pass a Notice of Motion for discontinuation of three (3) or more consecutive grades or the closure of a school.
    - 7.2.4 **Prior to March 1**  
The Board will convene a public meeting(s).
    - 7.2.5 **Prior to March 31**  
The public has an opportunity to respond to the Notice of Motion.

7.2.6 **First Board Meeting in April**

The Board will debate and vote on the Notice of Motion.

7.3 After a Notice of Motion to consider closure (of three (3) or more consecutive grades or a school), the Board shall organize and convene a public meeting for the purpose of discussing:

7.3.1 The closure and the implications of the closure for students, the community and the school system.

7.3.2 Implementation plans for the closure, and alternatives to the closure.

7.3.3 The Board shall provide an opportunity for the Council of the municipality in which the school is located, to provide a statement to the Board on the impact the closure may have on the community.

7.4 The Board may hold other meetings with respect to the closure at times and places as the Board may determine.

7.5 The dates and places of the public meeting(s) shall be:

7.5.1 Posted in five (5) or more conspicuous places for a period of at least fourteen (14) calendar days; and

7.5.2 Be advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure on at least (2) occasions prior to the meeting date.

Reference: Section 58, 60, 61, 113, 200, 201, 270, 271 School Act  
Alberta Regulation 257/2003 – Closure of School

Reference: School Closure Checklist (Form 15-1)