

Board Policy 16

School Closure and Transfer of Students

The Board believes that the students of the Division must have the opportunity to receive educational programs that are characterized by excellence, equity and efficiency. In achieving this objective it may be necessary to close a school. Also, it may be necessary to transfer students to another facility.

The Board also believes that an orderly and fair process must be in place to provide appropriate information prior to any decision being made.

Specifically

School Closure:

1. The Board may close a school permanently or for a specified period of time.
2. Subsequent to any Board response to the study of the possibility of school closure according to Policy 15.8, other than having approved the operation of a school for the upcoming year, the Board may further consider the closure of a school. The Board, no later than January 15, may pass a resolution to consider the closure of a school, specifically naming the school.
3. The Board shall ensure communication to parent(s) of students attending the school and the electors in the attendance area of a school being considered for closure.
 - 3.1 Within fourteen (14) calendar days of the resolution to consider school closure, a registered letter shall be mailed to the parents of every student enrolled in the school indicating:
 - 3.1.1 How the closure would affect the transportation area defined for that school;
 - 3.1.2 How the closure would affect the enrollment programming at other schools;
 - 3.1.3 The number of students who would need to be relocated as a result of the closure;
 - 3.1.4 The need for transportation;

- 3.1.5 Program implications;
 - 3.1.6 The impact if the school were to remain open; and
 - 3.1.7 The time and location of the public meeting referred to in clause 3.2.1
- 3.2 Where the Board is considering the closure of a school:
- 3.2.1 The Board shall organize and convene a public meeting no later than the end of February for the purpose of discussing:
 - 3.2.1.1 The potential closure and the implications of the closure for students, for the community, and for the school system;
 - 3.2.1.2 Implementation plans for the closure; and
 - 3.2.1.3 Alternatives to the closure.
 - 3.2.2 The Board shall provide notice to, and give opportunity for, 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
 - 3.2.3 The Board may hold other meetings with respect to the closure at times and places as the Board may determine.
- 3.3 The date and time of the public meeting referred to in clause 3.2.1 shall be:
- 3.3.1 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 (14) days before the date of the public meeting;
 - 3.3.2 If feasible, advertise in newspapers within the area or areas of the school or schools affected by the proposed closure on at least (2) occasions as close to, as is practical, to the meeting date;

- 3.3.3 Advertise in the methods used to giving notice of Board meetings.
- 3.4 At least two (2) trustees shall attend the public meeting referred to in clause 3.2.1.
- 3.5 The Board shall ensure that a written record of all public meetings held under this section are completed.
- 3.6 Following the meeting referred to in clause 3.2.1, there shall be a minimum of three (3) weeks for electors to present to the Board further responses, including preferred alternatives, to the possible closure.
- 3.7 The Board shall give due consideration to any submissions on the proposed closure that it receives after the public meeting referred to in clause 3.2.1.
- 3.8 The final debate by the Board and the vote upon the resolution shall occur only after clauses 3.1 through 3.7 have been completed.
4. The Board shall vote on the motion at the first board meeting in April.
5. If the decision of the Board is to close the school:
 - 5.1 The Board shall forthwith notify the Minister in writing of the decision; and
 - 5.2 The Board shall identify alternative uses for the school or dispose of the property in accordance with section 192 of the Education Act.

Transfer of Students:

6. In order to transfer students to another facility, but not close a school in its entirety, the Superintendent shall present to the Board no later than April 30, the following:
 - 6.1 A recommendation for Board action; and
 - 6.2 A plan that outlines program, facility and transportation implications; and
 - 6.3 A plan for communication to parents.

Reference: Section 11, 33, 53, 62, 192, 194, 222, 248, 249 Education Act
Disposition of Property Regulation
Policy 15