



**POLICY NO. 3200  
SCHOOL RECONFIGURATION  
AND CLOSURE**

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**POLICY STATEMENT**

The Board of School Trustees has a responsibility to provide school facilities throughout the School District that will allow for educational effectiveness for students, operational efficiency, and health and safety of the occupants. Consistent with the intent of this responsibility, the Board may consider consolidation or closure of schools, under the authority of the *School Act*, sections 73 and 168 and Ministerial Order 194/08. The permanent closure of a school means the closing, for a period exceeding 12 months, of a school building used for purposes of providing an educational program for students. The Board has the authority to close a school for reasons which include:

- declining student enrolment such that the school is no longer economically or operationally viable;
- restructuring of educational programs, consolidation of operations and relocation of students to other schools in the School District which results in the school being deemed surplus to the district's educational needs;
- the school is being replaced with a newly constructed school.

The permanent closure or reconfiguration of schools is a significant issue of public concern and therefore the Board will follow a process that provides adequate time and opportunity to consult with those who will be affected prior to any decision being made.

Reference: *The School Act*, Sections 73 and 168  
Ministerial Order 194/08



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### **REGULATIONS**

- 1.** The reconfiguration or closure of schools must first be raised at a regular public meeting of the Board.
- 2.** A process of public consultation will provide an opportunity for those who could be affected by a proposed reconfiguration or closure to participate in the process. Such participation should include, but not be limited to, Trustees, parents, community members, District staff and school staff.
- 3.** The Board should make available at public meetings, a full disclosure of all facts and information considered by the Board with respect to any proposed school reconfigurations or closures, including the following information as relevant to the process:
  - 3.1** which specific schools are being considered;
  - 3.2** proposed effective date of the reconfiguration or closure(s);
  - 3.3** reasons and implications for the proposed reconfiguration or closure(s);
  - 3.4** how the proposed reconfiguration or closure(s) would affect the current catchment area for each school;
  - 3.5** the general effect on surrounding schools;
  - 3.6** the number of students who would be affected at both the closed or reconfigured school(s) and surrounding schools;
  - 3.7** educational program/course implications for the affected students;
  - 3.8** financial and transportation considerations;
  - 3.9** impact on the Board's five year capital plan; and
  - 3.10** proposed use of the closed school(s) including potential lease or sale.
- 4.** The Board shall provide an adequate opportunity for affected persons to submit a written response to any proposed school reconfiguration or closure. Information and directions on how to submit a written response to the Board shall be articulated. The information and directions should advise potential correspondents that their written response may be referred to at subsequent public forums respecting the reconfiguration or closure, unless the correspondent specifically states in the written response that the correspondent wishes his or her name and address to remain confidential.

5. The Board shall hold a reasonable number of public meetings to ensure adequate opportunity for public input.
6. The Board will maintain records of all consultation, including: agendas, notes taken at the meetings, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of Trustees/District staff who attended these meetings, a record of written input, a record of questions asked and responses given.
7. The power of a Board to permanently close a school under section 73 of the *School Act* must be exercised only by Bylaw.
8. If the Board decides to permanently close a school under Section 73 of the *School Act*, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
  - 8.1 the school's name,
  - 8.2 the school's facility number,
  - 8.3 the school's address, and
  - 8.4 the date on which the school will close.
9. The Board will publish its decision through the Board Minutes, on the District's website and through written notification to the school(s) affected.
10. The Board will ensure that a school closure or reconfiguration transition plan is developed and implemented and that parents, staff, students and the community are involved in the process, as appropriate.