



DISTRICT PRACTICE 2600
SCHOOL RECONFIGURATION AND CLOSURE

DISTRICT PRACTICE:

1. The reconfiguration or closure of schools must first be raised at a regular public meeting of the Board of Education.
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, School District staff and school staff.
3. The Board of Education should make available at public meetings, a full disclosure of all facts and information considered by the Board of Education 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 general effect on surrounding schools;
 - 3.6 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 of Education 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 of Education 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 of Education shall hold a reasonable number of public meetings to ensure adequate opportunity for public input.



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6. The Board of Education 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/School 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 of Education to permanently close a school under [Section 73 of the School Act](#) must be exercised only by Bylaw.
8. If the Board of Education 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 of Education will publish its decision through the Board Minutes, on the School District's website and through written notification to the school(s) affected.
10. The Board of Education 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.