



1. An entire school or three or more consecutive grades in a school may be considered for closure by the board of trustees. Factors influencing the decision include:
 - a. enrolment in a school, enrolment by grade, enrolment in a program, and class configuration
 - b. enrolment history & enrolment projections
 - c. ability of the district to accommodate students in other facilities
 - d. amount of extra fiscal resources required to keep the school viable
 - e. utilization
 - f. age and physical condition of the building
 - g. concern for health and safety of students and staff
 - h. delivery of educational programming to students.

2. An annual review of the factors outlined in section 1 are completed following the final student count on September 30. Schools/programs identified for possible closure are then brought to the board of trustees along with a plan for the consultation process, that involves stakeholders, as set out in this Administrative Regulation.

3. Where the board is considering the closure of a school, the board shall:
 - a. raise the matter by way of a motion at a regular meeting of the board, and
 - b. in writing, notify the parents of every child and the students enrolled in the school who, in the opinion of the board, will be significantly affected by the closure of the school.

A notice referred to in section 3(b) shall set out the following:

- a. how the closure would affect the attendance area defined for that school;
- b. how the closure would affect the attendance at other schools;
- c. information on the board's long-range capital plan;
- d. the number of students who would need to be relocated as a result of the closure;
- e. the need for, and extent of, busing;
- f. program implications for other schools and for the students, when they are attending other schools;
- g. the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
- h. the educational and financial impact if the school were to remain open;
- i. the capital needs of the schools that may have increased enrolment as a result of the closure;
- j. if the entire school is to be closed, the proposed use of the school building;
- k. the time and location of the public meeting referred to in section 4(a).



4. Where 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:
 - a. shall organize and convene a public meeting for the purpose of discussing the information provided to the parents under section 3.
 - b. 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
 - c. may hold other meetings with respect to the closure at times and places as the board may determine.

5. The date and place of the public meeting referred to in section 4(a). shall be:
 - a. posted in 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 14 days before the date of the public meeting, and
 - b. 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 as close as is practicable to the date of the meeting.

6. At least 2 trustees of the board shall attend the public meeting referred to in section 4(a).


7. The board shall ensure that minutes of all public meetings held under this section are prepared.

8. The board shall not make a final decision on the proposed closure until at least 3 weeks have passed since the date of the public meeting referred to in section 4(a).

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 4(a).

9. 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 Minister in writing of the decision.

10. All school closure procedures shall be initiated and completed within the school year or during school year in which the decision is made. However, on the written request of the board, the Minister may extend the school closure procedures beyond one school year.

Reference:	School Act Section 58, 60(1)(a), 60 (3)(c) Closure of Schools Regulation 238/97 Consolidation up to AR 170/2004	Approved:	
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Cross Reference:		Date(s) Revised:	June 6, 2001, June 12, 2002 January 13, 2003, October 7, 2003 November 19, 2004