



**BURNABY**  
SCHOOL DISTRICT 41

# POLICY STATEMENT

POLICY NUMBER:

**7.50.00**

*developed by the Board of School Trustees of School District 41 – Burnaby  
in accordance with established procedures for policy development.*

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**POLICY TITLE: SCHOOL CLOSURE**

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**Date Adopted:** 2006-02

**CROSS REFERENCE(S)**

**Date(s) Revised:**

**Statutory :** SA 73; 168 (2) (p)

**Other:** Ministerial Order 320/02

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## **PREAMBLE**

The Board is responsible for providing school facilities throughout the district that support educational programs and operational efficiency. To fulfil this responsibility and in accordance with the requirements of the School Act and Ministerial Order 320/02 the Board may from time to time have to consider the permanent closure of schools. Closing a school permanently means the closing, for a period exceeding twelve months, of a school building used for purposes of providing an educational program to students.

## **POLICY**

**WHEN THE BOARD CONSIDERS THE PERMANENT CLOSURE OF A SCHOOL THE BOARD MUST INITIATE A TIMELY AND MEANINGFUL PUBLIC CONSULTATION AND INPUT PROCESS. THE RESULTS OF THE PUBLIC CONSULTATION AND INPUT PROCESS MUST BE CONSIDERED BY THE BOARD PRIOR TO A DECISION TO CLOSE A SCHOOL.**

## **OBJECTIVES**

1. To ensure the school's community is fully informed in a timely manner prior to any decision to close a school.
2. To provide a public consultation process to ensure the school's community has an opportunity to provide input to the decision process prior to the Board making a decision to close a school.



# ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

**7.50.01**

*established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.*

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### ADMINISTRATIVE PROCEDURES

A proposal to consider a school for closure shall be initiated through a Board motion at a public meeting of the Board. The school being considered for closure and the proposed effective date shall be specified. A public consultation process of a duration of at least sixty days involving the school community shall take place prior to any decision to close a school.

1. The Board shall take the following steps to ensure that public consultation will take place:
  - At least one public meeting must be held to discuss the proposed school closure, the time and location of the public meeting shall be widely advertised to notify affected persons or groups in the community. This will mean written notification to students currently attending and registered to attend the school, a notice in the local newspaper, notices to neighbouring schools, parent advisory councils, employee groups and information posted on the school district website.
  - Make available in writing, at the public meeting and to all interested parties, the rationale for the proposed school closure being considered by the Board.
  - The Board shall provide an opportunity for presentation of written submissions regarding the proposed school closure. The Board will provide information and directions on how to submit written responses either at the public meeting or directly to the Board during the consultation period.

2. Following the public consultation process the Board will give consideration to all input prior to making its decision on whether to close a school.
3. The decision to close a school will be made through the approval of a school closure bylaw at a public Board meeting.
4. Following the decision to close a school the Ministry of Education will be notified on a timely basis of the decision.