

## PERMANENT SCHOOL CLOSURE

---

### PREAMBLE

The Board of Education 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*, relevant Regulations and Orders, the Board may consider the permanent closure of schools. Closing a school permanently is defined as closing, for a period exceeding twelve months, a school building used to provide educational programming to students.

### POLICY

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

### OBJECTIVES

1. To manage the Board's facilities so that resources are effectively and efficiently allocated to support students' needs and educational programs.
2. To ensure parents and caregivers with children at the school under consideration for permanent closure are informed in a timely manner prior to any final decision by the Board.
3. To provide a process to consult the public to ensure parents and caregivers at the school are able to provide feedback for consideration prior to the Board making a final decision.

### PROCESS

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 closure date shall be specified. A public consultation process of at least 60 days, that includes informing and consulting with parents and caregivers at the school in question shall take place prior to any final decision by the Board.

1. The Board shall take the following steps to ensure that public consultation takes place:

- a. 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, and specifically, parents and caregivers with children currently at the school or registered to attend.
  - b. Make available in writing, at the public meeting(s) and to all interested parties, the rationale for the proposed school closure being considered by the Board.
  - c. 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(s) 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 and Child Care will be notified on a timely basis of the decision.

---

Date Adopted: 2006-02  
Date(s) Revised: 2025-03

Cross References: