



SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

430 – School Closure and Reconfiguration

1.0 General

- 1.1 The Board of Education has a responsibility to provide school facilities that promote efficacy of educational programs, 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, in accordance with the School Act.
- 1.2 The Board may exercise its authority to close a school for reasons which include:
 - 1.2.1 declining student enrollment such that the school is no longer economically or operationally viable;
 - 1.2.2 restructuring of educational programs or 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;
 - 1.2.3 the school is being replaced with a newly constructed school.
- 1.3 The permanent closure or reconfiguration of schools is a significant issue of public interest, 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.

2.0 Processes

- 2.1 The reconfiguration or closure of schools will first be raised at a regular public meeting of the Board.
- 2.2 A process of public consultation will be undertaken to 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, students, community members, district staff and school staff.
- 2.3 The process of consultation for school closure shall require at least 60 days commencing from the time when the Board provides public notice as to which school is being considered for closure.
- 2.4 The Board will give fair consideration to public input prior to making a final decision on any proposed closure of a school.
- 2.5 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

- reconfiguration or closure, including the following information as relevant to the process:
- 2.5.1 which specific school is being considered;
 - 2.5.2 proposed effective date of the reconfiguration or closure;
 - 2.5.3 reasons for the proposed reconfiguration or closure;
 - 2.5.4 how the proposed reconfiguration or closure might affect the current catchment area for each school;
 - 2.5.5 any specific implications for the district of a proposed reconfiguration or closure;
 - 2.5.6 the number of students who would be affected at both the closed or reconfigured school and surrounding schools;
 - 2.5.7 five (5) year enrollment projections;
 - 2.5.8 education program/course implications for the affected students;
 - 2.5.9 financial and transportation considerations;
 - 2.5.10 impact on the Board's five year capital plan; and
 - 2.5.11 any anticipated use of the closed school including potential lease or sale.
- 2.6 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 and should advise potential correspondents that their written response may be referred to at subsequent public forums, unless the correspondent specifically states in the written response that the correspondent wishes his or her name and address to remain confidential.
- 2.7 The Board shall hold a number of public meetings to ensure adequate opportunity for public input. At least one (1) public meeting shall be held in the community of the school designated for closure.
- 2.8 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 and district staff who attended these meetings, a record of written input, a record of questions asked and responses given.
- 2.9 The Board will make its decision in a public Board meeting.
- 2.10 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.