
SCHOOL CLOSURE/TRANSFER OF STUDENTS

The Board recognizes that the closure of a school or transfer of students is a necessary consideration in ensuring the equitable use of the resources placed in its trust.

1. In the event of a possible school closure or transfer of students from one school building to another school building, temporarily or permanently, the Board will communicate the proposed changes to the parents of every student enrolled in the school(s) that may be affected and any other person, municipality or community organization, who, in the opinion of the Board, may be significantly affected by the action considered, prior to any decision being made.
2. The process for the closure of schools is outlined in Section 62(1) of the *Education Act* as of September 1, 2019 or as updated through subsequent legislative or regulatory changes. The Superintendent shall review current legislation to ensure that the process to be followed by the Board is in compliance with provincial requirements.
3. The Board, upon receiving a referral from the Superintendent of Schools regarding the possible closure of a school or the transfer of students from one school building to another school building, temporarily or permanently, shall determine whether or not:
 - to proceed with further study;
 - to revise capital plans (long-term and/or short term);
 - to approve the business plan associated with the closure or the transfer of students from one school building to another school building, temporarily or permanently; and/or
 - to approve a consultation plan that is made available to the public.
4. Should the Board wish to proceed with a consideration of closure or the transfer of students from one school building to another school building, temporarily or permanently, a letter will be sent to the parents of every child in the school(s) affected, notifying them of the Board's decision and relevant implications:
 - 4.1. attendance area(s) for affected school(s);
 - 4.2. relevant information as outlined in the Capital Plan;
 - 4.3. consideration of future growth or decline in student enrolment;
 - 4.4. adequate opportunity for the public to respond to the board's proposal to permanently or temporarily close a school or the transfer of students from one school building to another school building, temporarily or permanently;
 - 4.5. a process by which the Board shall fairly consider responses provided under clause (4.4) of this policy;

- 4.6. consideration of possible alternative educational or community uses for all or part of the school building (s) affected;
 - 4.7. the need for, and extent of, busing;
 - 4.8. the effect on the social environment of the community;
 - 4.9. the educational and financial impact of closing the school or realignment of the grades including the effect on operational costs and the capital implications;
 - 4.10. the financial and educational impact of not closing the school or realigning the grade structure;
 - 4.11. the capital needs of other schools that may have increased enrolment as a result of the closure;
 - 4.12. proposed disposal or use for the school that is to be closed;
 - 4.13. Outline of consultation process.
5. Following written notice to parents, the Board will enact its consultation plan.
 6. At a regular meeting of the Board, the Board will review feedback and lessons learned from the consultation process and deliberate and vote upon a resolution to permanently or temporarily close a school or to transfer students from one school building to another school building temporarily or permanently.
 7. Should the Board pass a resolution to permanently close a school, the Board shall notify the Minister in writing forthwith and include the name of the school(s) and the effective date of closure. Subsequent to the final debate and vote on the motion, and if the vote is in favour of school closure, the Board shall request approval from the Minister forthwith in order to proceed with the closure.

Reference: Section 62, *Education Act*
Alberta Regulation (Closure of Schools Regulation) 238/1997

Revision Dates: April 19, 2010, October 2, 2019