



SCHOOL DISTRICT #49 (CENTRAL COAST) Policy Manual

POLICY 180: Opening and Closing of Schools

Responsibility for the opening and closing of a school rests with the Board of Education. Permanent school closures require that the Board engages in broad consultation regarding underutilized school buildings and other property owned by boards prior to property disposition.

The Board of Education is committed to meaningful input and fair consideration of any concerns or options raised by the community before a final decision is made.

Guidelines

1. The proposal to close a school shall be raised, discussed and decided upon at public meetings of the Board of Education.
2. The Board of Education shall allow a period of not less than 60 days for public consultation to take place between the time that a potential closure of a school is announced, and the final decision is made.
3. The closure of a school will normally take place for the September following the final decision. This will give parents, students and school staff time to implement alternative arrangements.
4. All persons or groups in the community who could be affected by a school closure should be made aware of the Board of Education's proposal to close the school.
5. The Board of Education shall take the following steps to ensure that an open, meaningful public consultation takes place:
 - 5.1 Make available, in writing, pertinent facts and information considered by the Board of Education with respect to school closure, including, but not limited to:
 - 5.1.1 Reasons for the proposed school closure.
 - 5.1.2 The specific school that is being considered for closure.
 - 5.1.3 How the proposed closure would affect the catchment areas of affected schools.
 - 5.1.4 The general effect on surrounding schools.
 - 5.1.5 The number of students who would be affected, at both the closed school and surrounding schools.
 - 5.1.6 The effect of the proposed closure on district-provided student transportation.
 - 5.1.7 Educational program/course implications for the affected students.
 - 5.1.8 The proposed effective date for the closure.
 - 5.1.9 Financial considerations.
 - 5.1.10 Impact on the Board of Education's capital plan.



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- 5.2 Provide an opportunity for affected persons to submit written responses to the proposed school closure and information and directions on how to submit the written responses to the Board of Education.
- 5.3 Hold at least one public forum to discuss the proposed closure, summarize written submissions and listen to community concerns and proposed options.
 - 5.3.1 The time and location of the public forum shall be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will mean written notification to students and parents of students currently attending the school, a clearly visible notice in the local newspaper and electronic posting on the district website or by postings on social media.
 - 5.3.2 The forum should include:
 - 5.3.2.1 Implications of the proposed closure.
 - 5.3.2.2 Implementation plans, including the timing of the proposed closure.
 - 5.3.2.3 Options that the Board of Education considered as alternatives to the proposed closure.
 - 5.3.2.4 Possible future community growth in the area of the school.
 - 5.3.2.5 Consideration of future enrolment growth in the district, including Kindergarten to Grade 12, adult programs, and early learning.
 - 5.3.2.6 Consideration of alternative community use of surplus space in school buildings and other facilities.
 - 5.3.2.7 Contents of written submissions presented to the Board by members of the community.
 - 5.3.3 Minutes will be kept of the public forum to record concerns or options raised regarding the proposed closure.
6. Following the public forum, the Board of Education will give fair consideration to all public input prior to making its final decision with respect to the school closure. Fair consideration includes the concept that the Board of Education's proposal to close a school could be changed or reversed.
7. The final decision on a school closure will be made by bylaw at a public Board of Education meeting.
8. Following a final decision to close a school, the Board of Education will provide, without delay, written notification to the Minister of Education of the decision and will include all information required by the Ministry of Education staff.
9. Following a final decision to open or reopen a previously closed school, the



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Board of Education will provide, without delay, written notification to the Ministry of Education.

- 9.1.1 An official ceremony may be held to celebrate the opening or reopening of a school building or district facility or the opening of a major addition or renovation to an existing school or facility.