

## SCHOOL / PROGRAM CLOSURE

The Board believes that the closure of schools is an important consideration in ensuring the responsible use of the resources placed in its trust; making efficient use of the division's school space; and safeguarding the health and safety of students, staff, and the public.

### A. SCOPE AND AUTHORITY

1. The authority of the Board is derived from the *School Act* and the *Alberta Closure of Schools Regulation*, which say that the Board of Trustees may:
  - a. close a school permanently or for a specified period of time, or
  - b. close entirely three or more consecutive grades in a school, or
  - c. transfer all students from one school building to one or more other school buildings on a permanent basis.

The process for closure of schools under this authority is explained in Section C, Process for School Closure.

2. The Board authorizes the administration, under the direction of the Superintendent of Schools and with consultation as determined by the *Alberta Closure of Schools Regulation* to:
  - a. close or permanently relocate fewer than three consecutive grades in a school, or
  - b. temporarily relocate any number of grades from one school to another.

The process for this shall be in accordance with the *Alberta Closure of Schools Regulation*, which says that, the Board will convene an information meeting with parents of the students affected by the transfer and the alternative arrangements for continuing the education program at another school.

Discontinuance or relocation of a regular program or an alternative program or a special needs program, is not a school closure.

This policy does not apply to schools located on Hutterite Colonies as these schools are considered to be alternative programs.

## B. CRITERIA FOR RECOMMENDING SCHOOL CLOSURE

Before recommending the closure of a school to the Board of Trustees, the administration will consider all of the following criteria:

- the educational impact on students in the school;
- the enrolment of the school and programs within the school based on the following minimum critical enrolments;
  - grade K – 3 enrolment is less than 20 students
  - grade 4 – 6 enrolment is less than 20 students
  - grade 7 – 9 enrolment is less than 40 students
  - grade 10 – 12 enrolment is less than 40 students
  - grade K – 6 enrolment is less than 45 students
  - grade K – 9 enrolment is less than 80 students
  - grade K – 12 enrolment is less than 100 students
  - no stand-alone school shall be less than 45 students
- the population and demographic data;
- the amount and cost of excess space in the school;
- the cost to staff and operate the educational program at the school;
- the cost to maintain the facility in operable condition or to restore the facility to operable condition;
- the location and accessibility of the school and the proximity of other schools;
- the necessity to safeguard the health and safety of students, staff, and public;
- the need to consolidate or relocate existing programs;
- the impact of closing the school on the community taking into account existing or proposed development plans.

## C. PROCESS FOR SCHOOL CLOSURE

The process for closure will be in accordance with the *School Act* and *Alberta Closure of Schools Regulation*.

A process for school closure flow chart is provided for reference. In case of conflict between this policy and the flow chart, the policy shall prevail.

Legal Reference: Section 58, 60, 200, 201, 270, 271 School Act  
[Alberta Regulation - Closure of School Regulation](#)  
Process for School Closure Flow Chart

Cross Reference: School Closure Checklist (Form 15-1)

Amended: June 2012