



SCHOOL / PROGRAM CLOSURE CHECKLIST

Requirements of the Regulation	Relevant Details
1. Type of Closure	
<input type="checkbox"/> close a school permanently or for a specified period of time	
<input type="checkbox"/> close entirely three or more consecutive grades in an elementary school	
<input type="checkbox"/> close the entire junior high school program or the entire high school program in a school, or	
<input type="checkbox"/> transfer all students from one school to one or more other schools	
2. The Board has developed, kept current, and implemented policies and procedures with respect to closure of schools that are consistent with the Education Act and Board policy.	Board Policy on Closure of Schools is current: <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Notification of Proposed Closure	
<input type="checkbox"/> raise the matter through a notice of motion at a regular meeting of the Board	Date of Board motion:
<input type="checkbox"/> in writing, notify the parents of every child and student enrolled in the school who, in the opinion of the Board, will be significantly affected by the closure of the school	Date of notification to parents:
The Notice sets out the following:	
<input type="checkbox"/> how the closure would affect the attendance area defined for that school	
<input type="checkbox"/> how the closure would affect the attendance of other schools	
<input type="checkbox"/> the number of students who would need to be relocated as a result of the closure	
<input type="checkbox"/> the need for, and extent of, busing	
<input type="checkbox"/> program implications for other schools and for the students when they are attending other schools	
<input type="checkbox"/> the educational and financial impact of closing the school, including the effect on operational costs and capital implications	
<input type="checkbox"/> the educational and financial impact if the school were to remain open	
<input type="checkbox"/> the capital needs of the school that may have increased enrolment as a result of the closure	
<input type="checkbox"/> if the entire school is to be closed, the proposed use of the school building	
<input type="checkbox"/> the time and location of the public meeting to discuss the closure of a school	
4. Public Meetings	
<input type="checkbox"/> the Board shall organize and convene a public meeting for the purpose of discussing the following:	Date of the meeting(s):
<input type="checkbox"/> the closure and the implications of the closure for the students, for the community, and for the school system	
<input type="checkbox"/> implementation plans for the closure, and	

<input type="checkbox"/> alternatives to the closure	
<input type="checkbox"/> the Board shall provide an opportunity for the council of the municipality in which the school is located to provide a statement to the Board of the impact the closure may have on the community	
<input type="checkbox"/> the Board may hold other meetings with respect to the closure at times and places as the Board may determine	
<input type="checkbox"/> the date and place of the public meeting shall be posted in five or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least 14 days before the date of the public meeting	Posting of public meeting in five conspicuous places: 1. 2. 3. 4. 5. Timeframe of a least 14 days: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> the date and place of the public meeting shall be advertised in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, on at least two occasions as close as is practicable to the date of the meeting	Newspaper & date of advertisements:
<input type="checkbox"/> at least a quorum of the Board shall attend the public meeting	Trustees who attended: 1. 2. 3. 4. 5. 6. 7.
<input type="checkbox"/> the Board shall ensure that minutes of all public meetings held related to school closure are prepared	Minutes of the public meeting prepared: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Decision on Closure	
<input type="checkbox"/> a Board shall not make a final decision on the proposed closure until at least three weeks have passed since the date of the public meeting	Date of final board decision:
<input type="checkbox"/> a Board shall give due consideration to any submissions on the proposed closure that it receives after the public meeting	
<input type="checkbox"/> a Board shall, by resolution, decide whether to close the school	
<input type="checkbox"/> if the Board decides to close the school, the Board immediately notifies the Minister of Education, in writing, of the decision	Date of notification to the Minister of Education:
6. Closure within school year	
<input type="checkbox"/> all school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made	Timeframe for closure: Date of initiation: Date of completion:

Reference: Policy 16

Amended: January 23rd, 2020