

CLOSURE OF SCHOOLS CHECKLIST

| Requirements of the Regulation | Relevant Details |
|---|---|
| 1. Type of Closure (as per Section 62(1) (*note permanently or temporarily) | |
| <input type="checkbox"/> (a) close a school*, or | |
| <input type="checkbox"/> (b) transfer students from one school building to another school building* | |
| 2. The Board has developed, kept current, and implemented policies and procedures with respect to closure of schools that are consistent with Section 62(2)(3) of the Education Act. | Board Policy on Closure of Schools is current: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Notification of Proposed Closure | |
| <input type="checkbox"/> Matter was raised by resolution | Date of Board resolution: |
| <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; [split this cell] | Date of notification to parents: |
| <input type="checkbox"/> in writing, notify any other person, municipality, or community organization who, in the opinion of the Board, will be significantly affected by the closure of the school | Date of notification to community members: |
| The Notice to parents sets out the following: | |
| <input type="checkbox"/> how the closure would affect the attendance area defined for that school | |
| <input type="checkbox"/> the number of children/students who would need to be relocated as a result of the closure | |
| <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"/> if the entire school is to be closed, the proposed use of the school building | |
| <input type="checkbox"/> the platforms for input, and the time and location of a public meeting to discuss the closure of a school. | |

| 4. Public Meeting | |
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| <input type="checkbox"/> the Board will organize and convene a public meeting for the purpose of discussing the following: | Date of the meeting: |
| <input type="checkbox"/> The closure and the implications of the closure for the children/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 may provide other feedback platforms as the Board may determine | |
| <input type="checkbox"/> The Board will ensure that input collected from the public meeting is captured and shared with the community | |

| 5. Decision on Closure | |
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| <input type="checkbox"/> The Board will 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 the Public Meeting: |
| <input type="checkbox"/> The Board will give due consideration to any submissions on the proposed closure that it receives after the public meeting | |
| <input type="checkbox"/> The Board will, by resolution, decide whether to close the school | Date of final board decision: |
| <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: |

Legal Reference: Section 11, 33, 53, 62, 192, 194, 222, 248, 249 Education Act
Disposition of Property Regulation

Approved: November 2005

Amended: June 2, 2010; May 31, 2011; September 9, 2015; March 21, 2018; March 11, 2020; March 20, 2024