



1.0 POLICY

- 1.1 A school building, or a section of a school building may have to be closed or utilized in alternate ways for reasons such as unsafe conditions, changes in programs, declining enrolments, overcrowding, financial considerations or other compelling reasons.
- 1.2 Alternate utilization or closure of a school may involve an entire school building, or the kindergarten, primary, elementary, junior high or senior high sections thereof, whether the language of instruction in any school or section is English, French or some other language.

2.0 GUIDELINES

- 2.1 The Board may review school programs and school operations to determine the future of such schools when:
 - 2.1.1 The Board believes such a review will improve the availability of programs or efficiency of operations;
 - 2.1.2 Operating/maintenance/renovation/transportation costs place excessive demands on the Division's budget; or
 - 2.1.3 Recommended by the Superintendent.
- 2.2 Notwithstanding Guideline 2.1, the Board may consider alternate utilization or closure of a school or any section thereof if the enrolment in the school exceeds 95% of the Alberta Education rated capacity of the school building.
- 2.3 The Board will ensure that communication with parents, electors and other interested parties will occur before any major alternate utilization or school closure occurs.
- 2.4 Temporary school closures may occur due to fire, flood, storms or other natural disasters and the procedures followed for more permanent school alternate utilization or closures do not apply.

References: ***CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997***
School Act:

3.0 PROCEDURES

- 3.1 Whenever a school building or section thereof is to be considered in accordance with Guidelines 2.1 or 2.2, the Superintendent may advise the Board at a public Board meeting or at a public Board Committee meeting at least seven months before the end of a school year. Furthermore, the Superintendent shall advise the Board at the same meeting, that the school building or section thereof is under consideration for alternative utilization or closure for the next school year.
- 3.2 The Board shall give notice of motion at least six months before the end of a school year that the Board is considering alternate utilization or closure of the designated school(s) for the next school year and that a decision shall be rendered at the first Board meeting following the hearing of any briefs as outlined in Procedure 3.6.
- 3.3 The notice of motion and its intent shall be communicated in writing through the school to the parents or guardians of the students in the school(s) concerned. There shall also be a meeting with the staff at the school(s) to discuss the motion and its implications for students and staff.
- 3.4 A public meeting at which at least two Trustees and the Superintendent or designee are present, shall be held at each of the schools concerned at least five months before the end of the school year. Notice of this meeting shall be communicated by letter distributed through the school(s). In addition, this meeting shall be advertised at least once in appropriate local newspapers which serve the Sturgeon School Division at least two weeks prior to the date of the meeting.

At this public meeting, the Superintendent or designee shall indicate that the purpose of the meeting is to provide information and solicit public input. The following items shall be addressed:

- 3.4.1 The attendance area and enrolment of the school under consideration;
- 3.4.2 The attendance area and enrolment of other schools to be affected by the alternate utilization or closure;
- 3.4.3 The need for and extent of busing;
- 3.4.4 The educational program implication for students;
- 3.4.5 The financial impact of the alternate use or closure;

References: ***CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997***
School Act:

- 3.4.6 The proposed future utilization of the school.
- 3.5 The people in attendance at the meeting shall be informed by the Trustees that:
 - 3.5.1 the expressed concerns shall be considered by the Board in making a decision;
 - 3.5.2 a request may be made to appear before the Board at a public Board meeting on a specified date.
- 3.6 A public meeting of the Board to hear presentation of briefs, if any, shall be held at least four months before the end of the school year. Requests to appear before the Board must be made in writing and be submitted to the Secretary-Treasurer at least two weeks prior to the meeting.
- 3.7 Following the presentations of briefs, the Board at its next public meeting, shall render a decision with reference to the notice of motion as brought forward under Procedure 3.2.
- 3.8 Within one week, following the Board's decision, the parents or guardians of the students attending the school(s) under consideration shall be notified in writing, by letter distributed through the school(s), of the decision of the Board. In addition the Board's decision shall be advertised at least once in appropriate local newspapers which serve the Sturgeon School Division.

References: ***CanLII – Closure of Schools Regulation, Alta. Reg. 238/1997***
School Act: