



**School District 19**  
(Revelstoke)

# Revelstoke Board of Education

## Policy Manual

---

### 4.13 School Closure

The Board is responsible under the *School Act* for the effective and efficient operation of schools in the school district.

The Board has the authority to close a school for reasons which include:

- a. declining student enrolment such that the school is no longer economically or operationally viable;
- b. restructuring of educational programs, consolidation of operations and relocation of students to other schools in the school district which results in the school being deemed surplus to the districts educational needs; or
- c. the school is being replaced with a newly constructed school.

The closure of schools has significant impact and therefore the Board will follow a process that provides adequate opportunity to consult with those who will be affected prior to any final decision being made.

#### Guidelines

1. Process
  - 1.1. Any proposed closure of a school shall be raised at a regular open meeting of the Board.
  - 1.2. Public consultation will be undertaken by the Board and the Board will give fair consideration to public input prior to making a final decision on any proposed closure of a school.

2. Public Consultation

2.1. The process of consultation for school closure shall require at least 60 days commencing from the time when the Board provides public notice as to which specific school(s) is/are being considered for closure.

2.2. The process of consultation should provide an opportunity for those who will be affected by a proposed closure to participate in the process.

2.2.1. The time and place of public meetings should be appropriately advertised to ensure adequate advance notification to affected persons in the community. Seven (7) days advance shall be provided. Generally, this will mean a letter to students and parents of students currently attending the school, and a clearly visible notice in a local newspaper.

2.2.2. At least one (1) public meeting shall be located at the school designated for closure.

2.3. The Board should take the following steps to ensure that an open and meaningful public consultation has taken place:

2.3.1. make available at a public meeting, a full disclosure of all facts and information considered by the school board with respect to any proposed school closure, including:

- a) which specific school(s) are being considered for closure;
- b) the proposed effective date of the closure(s);
- c) reasons and implications for the proposed school closure;
- d) how the proposed closure would affect the current catchment area for each school;
- e) the general effect on surrounding schools;
- f) the number of students who would be affected at both the closed school(s) and surrounding schools;
- g) the effect of proposed closures on board-provided student transportation;
- h) educational program/course implications for the affected students;
- i) financial considerations;
- j) impact on the Board's five year capital plan;
- k) proposed use of the closed school(s) including potential lease or sale.

- 2.3.2. provide an adequate opportunity for affected persons to submit a written response to any proposed school closure; information and directions on how to submit a written response to the Board shall be articulated. The information and directions should advise potential correspondents that their written response may be referred to at subsequent public forums respecting the closure, unless the correspondent specifically states in the written response that the correspondent wishes his or her name and address to remain confidential.
- 2.3.3. hold a second public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.
- 2.3.4. maintain records of all consultation, including: agenda, minutes, dates of consultations, working group and public community consultation meetings, copies of information provided at these meetings, names of trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, a record of questions asked, and responses given.

3. Notification to the Minister

- 3.1. If the Board decides to permanently close a school under Section 73 of the *School Act*, the Board must, without delay, provide the Minister with written notification of the decision containing the following information:
  - a) the school's name
  - b) the school's facility number
  - c) the school's address, and
  - d) the date on which the school will close.