



*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION ~~800 – Facilities and Transportation~~ 700 – Educational Program

ADMINISTRATIVE PROCEDURE: SCHOOL CLOSURE OR GRADE RELOCATION

PROCEDURE CODE:	812 724 P 001
Policy Reference: 812 724 – School and Program Closure and Relocation	

PROCEDURE

1. **Recommendation** - A recommendation regarding closure of a school, or ~~a division within a school~~ **reconfiguration of the grades** of a school may be made by:
 - 1.1. the Board of Trustees,
 - 1.2. the Superintendent of Schools,
 - 1.3. the School Council in consultation with the School Principal, **or**
 - 1.4. a petition signed and represented by ten percent of the parents of students of the school.
2. **Consultation Process** - The Board, upon receiving this recommendation, shall place the issue on the agenda of a regular Board meeting. If the decision of the Board ~~at that meeting~~ is to proceed with the closure **consultation** process, the following procedures shall be followed.
 - 2.1. **Notice of Motion** - A notice of motion shall be made at a regular meeting of the Board indicating the school or ~~school program~~ **grade levels** which ~~is~~ **are** being considered for closure or relocation, and requiring that a notice of motion and ~~notification~~ notice of proposed closure must be sent to the parents of every student who would be, in the opinion of the Board, significantly affected by the proposed closure and every staff member located at that school.
 - 2.2. **Report to the Board** - The notice of motion and notice of proposed closure shall provide the following information:
 - 2.2.1. **Attendance Area** - how the closure would affect the attendance area defined for that school;
 - 2.2.2. **Other Schools** - how the closure would affect the attendance at other schools;
 - 2.2.3. **Capital Plan** - information on the Board's long-range capital plan;

- 2.2.4. **Student Numbers** - the number of students who would need to be relocated as a result of the closure;
- 2.2.5. **Busing** - the need for, and extent of, busing;
- 2.2.6. **Programming** - program implications for other schools and for the students when they are attending other schools;
- 2.2.7. **Education and Finance** - the educational and financial impact of closing the school, including the effect on operational costs and capital implications;
- 2.2.8. **Status Quo** - the educational and financial impact if the school were to remain open;
- 2.2.9. **Process Timelines** - ~~the time and location of the public meeting~~ a timeline and process for consultation and the final recommendation to the Board.
- 2.3. **Public Notification** - The date and place of the public meeting organized and convened pursuant to subsection ~~5(5.1)~~ 2.3.1 above shall be:
- 2.3.1. **Posted Notices** - posted in 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, including the websites of the Division and affected school(s) ~~website~~, for a period of at least 14 days before the date of the public meeting, and
- 2.3.2. **Social Media** – shared on the Division and school social media on at least 4 occasions within the 14 days prior to the date of the public meeting.
- 2.4. **Consultation** - Where ~~a~~ the Board has given notice of motion at a regular meeting of the Board that it is considering the closure of a school or closure of specific grade levels, the Board:
- 2.4.1. **Public Meeting** – may organize and convene a public meeting for the purpose of discussing the information provided to the ~~parents~~ Board under section 2.2 above.
- a) **Trustee Attendance** - At least 2 Trustees of the Board shall attend the public meeting ~~referred to in subsection 5(5.1) 2.4.1.~~
- b) **Minutes** - ~~A Board~~ shall ensure that minutes of all public meeting(s) held under this section are prepared.
- 2.4.2. **City Input** - ~~shall~~ may provide an opportunity for the Council of the City of Medicine Hat to provide a statement to the Board of the impact the closure may have on the community, and
- 2.4.3. **Staff Meeting** - ~~a separate meeting will be held~~ will hold a separate meeting with the staff of a school that is being considered for closure.
- 2.4.4. **Other Meetings** - may hold other meetings with respect to the closure at times and places ~~as the Board may determine~~ determined by the Board.



- 2.5. **Post Meeting Feedback Period** - ~~A~~ The Board shall not make a final decision on the proposed closure until at least 3 weeks have passed since the date of the public meeting referred to in subsection ~~5(5.1)~~ 2.4.1.
- 2.6. **Due Consideration** – ~~A~~ The Board shall give due consideration to any written submissions on the proposed closure that it receives after the public meeting referred to in subsection ~~5(5.1)~~ 2.4.1.
3. **Decision** - The Board shall:
- 3.1. **Resolution** - by resolution decide whether to close the school or a grade level, and
- 3.2. **Notification** - if the decision is to close the school, ~~shall~~ forthwith notify the Minister in writing of the decision and include:
- 3.2.1. the name of the school, and
- 3.2.2. the effective date of the closure.
4. **Process Duration** - All school closures shall be initiated and completed within the school year in which the decision to close the school is made, that is, within the ~~12-month~~ 10 month period beginning on September 1 and ending on the following ~~August 31~~ June 30.

Approved: September 7, 2004

Revised: ~~October 1, 2018~~ March 22, 2021

