

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: PROGRAM RELOCATION OR CLOSURE

<i>PROCEDURE CODE:</i>	<i>724 AP 002</i>
Policy Reference: 724 - School and Program Closure and Relocation	

DEFINITION

Program: A service or structured educational offering, initiated through Board motion, that may, or may not, be delivered within a traditional school building. A “program” for the purposes of this administrative procedure would typically be an outreach program with a unique school code registered with Alberta Education. For the purposes of this administrative procedure, a “program” is not referring to a specific course offering at a school such as Band or Music or Cosmetology.

PROCEDURE

1. **Recommendation** - A recommendation regarding the closure or relocation of a program or a group of students 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 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 is to proceed with the program closure or relocation 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 program which is being considered for closure or relocation , and requiring that a notice of motion and notice of proposed closure or relocation 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** - a report to the Board by the Superintendent and/or their designate indicating:
 - 2.2.1. **Implementation Timing** - the proposed timing of the implementation of the Board's decision;
 - 2.2.2. **Utilization Rate** - how the Board's decision may affect the utilization rate of the school housing the program, grade or group of students as well as other Division schools;
 - 2.2.3. **Capital Plan** - the impact of the decision on the Board's long-range capital plan;
 - 2.2.4. **Student Numbers** - the number of students impacted;
 - 2.2.5. **Programming** - the programming implications for students in the program, grade or group of students and for those in schools that will receive the students leaving the program;
 - 2.2.6. **Education and Finance** - the educational and financial impact of the Board's decision on the school housing the program as well as other impacted schools;
 - 2.2.7. **Status Quo** - the educational and financial impact of maintaining the status quo;
 - 2.2.8. **Process Timelines** - a timeline and process for consultation and the final recommendation to the Board.
- 2.3. **Consultation** - where the Board has given notice of motion at a regular meeting of the Board that it is considering the closure of a program, the Board shall initiate the following:
 - 2.3.1. **Family Meeting** - a meeting may be convened, attended by members of the Board and appropriate Executive, to discuss the decision facing the Board with the families of students in the program, and where, in the opinion of the Superintendent, it is necessary, families of students in other schools that might be significantly impacted by the Board's decision. Age/developmentally appropriate students may also be included in this meeting.
 - 2.3.2. **No Family Meeting** - if a family meeting is not held, and if the program relocation or closure results in students being transferred from one school building to another school building, then the Superintendent shall ensure that all families that are impacted by program relocation or closure are advised in writing and given a reasonable opportunity to provide written feedback.
 - 2.3.3. **Staff Meeting** - a meeting, attended by members of the Board and appropriate Executive, to discuss the potential decision facing the Board with the staff significantly impacted by the Board's decision.
- 2.4. **Post Meeting Feedback** - an opportunity for affected parties to provide written feedback regarding the decision facing the Board.
- 2.5. **Board Presentation** - a presentation to the Board by the Superintendent and/or designate that consists of the following:



- 2.5.1. **Feedback** - a summary of the feedback received from all parties and through all means;
 - 2.5.2. **Family Concerns/Recommendations** - considered responses to the legitimate concerns or feasible recommendations received through the consultation process;
 - 2.5.3. **Board Recommendations** - a recommendation, or recommendations, for Board consideration.
3. **Post Meeting Feedback Period** - the Board shall give due consideration to any written submissions on the proposed program closure or relocation of students that it receives throughout the process.
 4. **Decision** - The Board shall:
 - 4.1. **Resolution** - by resolution, decide whether the program is to be closed or if the program is to be relocated to another location, and
 - 4.2. **Relocation Notification** - if the decision is to relocate the program shall forthwith notify the Department and include:
 - 4.2.1. the new address of the program, and
 - 4.2.2. and effective date of the relocation.
 - 4.3. **Closure Notification** – if the decision is to close the program shall forthwith notify the Minister in writing of the decision and include:
 - 4.3.1. the name of the program, and
 - 4.3.2. the effective date of the closure.
 5. **Implementation Plan** - The Board will direct the Superintendent to ensure the development of a plan for the implementation of their decision. The plan should include, but is not limited to:
 - 5.1. **Cohort** - transition plans for cohorts and, where required, individuals with special needs or circumstances;
 - 5.2. **Emotional Supports** - emotional supports for those who may require them.
 - 5.3. **Other Supports** - appropriate financial, human and material support for the relocation of students and staff;
 - 5.4. **Familiarization** - opportunities for students and staff to visit, and be welcomed into, their new schools.
 6. **Optional Impact Report** - the Superintendent may be required, at the Board's discretion, to provide a report regarding the outcome of their decision with respect to its impact on students, staff and schools.

Approved: February 25, 2019

Revised: March 22, 2021

