

**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 700 – Educational Program

**ADMINISTRATIVE PROCEDURE: SCHOOL CLOSURE OR GRADE
RELOCATION**

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

DEFINITION

Closure or Relocation: For the purposes of this procedure *closure or relocation* shall encompass any one of the following:

- a) School Closure (of a traditional school facility), and/or
- b) Grade Reconfiguration of a School (such that a grade or multiple grades are moved from one school building to a different school building).

PROCEDURE

1. **Recommendation** - A recommendation regarding closure or relocation 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 is to proceed with the 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 or grade levels which are being considered for closure or relocation, and requiring that a notice of motion and 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** - 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 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), 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 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 Board under section 2.2 above.
 - a) **Trustee Attendance** - at least 2 Trustees of the Board shall attend the public meeting.
 - b) **Minutes** - shall ensure that minutes of all public meeting(s) held under this section are prepared.
 - 2.4.2. **City Input** - 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** - 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 determined by the Board.
- 2.5. **Post Meeting Feedback Period** - 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 2.4.1.
- 2.6. **No Public Meeting** - if a public meeting is not held, and if the grade reconfiguration or school 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.
- 2.7. **Due Consideration** - the Board shall give due consideration to any written submissions on the proposed grade reconfiguration or school closure that it receives.
- 3. **Decision** - The Board shall:
 - 3.1. **Resolution** - by resolution decide whether to close the school or a grade level, and
 - 3.2. **Closure 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.
 - 3.3. **Grade Reconfiguration Notification** – if the decision is to reconfigure the grade levels of a school, shall forthwith notify the Department of the decision and include:
 - 3.3.1. the name of the school, and
 - 3.3.2. the effective date of the reconfiguration.
- 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 10-month period beginning on September 1 and ending on the following June 30.

Approved: September 7, 2004

Revised: March 22, 2021

