Provincial Closure of Schools Regulatory Process Closure of Schools Regulation, Alberta Regulation 238/1997

Sept 1 All school closure procedures shall be initiated and completed within the school year in which the decision to close is made* Aug 31 * Minister may extend this timeframe, upon written request. Municipal council must be given the opportunity to provide a statement regarding the impact of the proposed closure on the community. Members of the public have an opportunity to be heard via the public meeting or Public can have input through Public can have input through traditional board procedures. written submissions. This input must be considered in the final decision. board procedures. **Decision rendered** Public meeting** **Board decides** Meeting Meeting will discuss: Administrative recommendation whether to Motion passed Public notice* of the information in the written to the Board of Trustees AT LEAST 3 WEEKS consider closure of closure under **Board of Trustees** MUST PASS notice (recommending that trustees **Decision communicated** of a school, as **Board of Trustees** consideration to vote on closure guestions submitted consider closure of a school) to the public and/or defined by in writing in advance or ministers regulation raised in-person at meeting **CBE** administration Notice of public meeting Newspaper Written notice Motion is defeated implements decision advertisements Date and place of meeting to parents posted in five or more (sent out as early (appears at least twice Matter referred before public conspicuous places in the as practicable) back to area of the school for at least administration for meeting) 14 days before the further planning public meeting **Exemptions** Full closure process does not apply when: Written notice to parents **shall** set out: Written notice to parents **may** set out: Under certain conditions, the minister may exempt school • the school has more than one education program and students in how the closure would affect the attendance area defined for capital needs of the schools that may have increased enrolment boards from the consideration of closure regulatory process the grades being closed are all in the same education program as a result of the closure and that program is to be transferred to another school. In these (section 1.2 of the regulation) possible uses of the school building or space in the school • how the closure would affect the attendance at other schools cases, an informational meeting will be held to inform parents • information on the board's long-range capital plan building if the entire school is being closed, or three or more about the transfer and arrangements for continuing the number of students who would need to be relocated as a result consecutive grades in the school are being closed entirely education program at another school. of the closure • where a board transfers real property on which a school building is need for, and extent of, busing located to another board or to a charter school, and the school program implications for other schools and for the students building will continued to be used for instruction and Revised August 2016 when they are attending other schools accommodation of students. educational and financial impact of closing the school, including the effect on operational costs and capital implications

educational and financial impact if the school were to remain

time and location of the public meeting



^{**} Public can also provide comment at any regular public board meeting when the closure is on the agenda.