



# Riverside School Board

<b>Policy Name:</b>	<b>Policy on the Continued Operation or Closure of a School and on the Modification of the Educational Services provided by a School</b>
<b>Policy Number:</b>	B238-20080708  Replacing Policy on Planning for Schools and Centres B102-20051220
<b>Date Submitted to Executive:</b>	2008-05-06
<b>Date Received at Council:</b>	2008-05-27
<b>Consultation Period:</b>	May 28, 2008 to June 30, 2008
<b>Date Approved by Council:</b>	2008-07-08
<b>Date of Next Review:</b>	3 years from approval by Council

## 1. Reference

Articles 1, 39, 40, 193, 211, 212, 217, 236, 239, 397, 398 of the Education Act and regulations adopted by virtue of this Act.

## 2. Preamble

Article 212 of the Education Act stipulates that school boards must adopt a policy concerning the maintenance or closure of schools, changes to the level of instruction provided by a school or to cycles or parts of cycles of the level of instruction as well as the cessation of preschool education services provided by a school.

## 3. Objectives

- 3.1 To specify the manner in which the School Board intends to proceed with the closure of a school;
- 3.2 To specify the manner in which the School Board intends to proceed with a change to the level of instruction provided by a school or to the cycles or parts of cycles of the level of instruction as well as with the cessation of preschool education services provided by a school;
- 3.3 To stipulate the modalities and the public consultation process which the School Board intends to follow prior to maintaining or closing a school, to modifying the deed of establishment and changing the level of instruction provided by a school



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or to cycles or parts of cycles of the level of instruction as well as the cessation of preschool education services provided by a school;

3.4 To ensure that there is an equitable distribution of educational services to all students under the authority of the School Board.

## 4. Decision-Making Criteria

4.1 To maintain the quality of educational services offered in all schools of the Board;

4.2 To take into consideration the actual population of the school concerned as well as its forecasted enrolment for the next five (5) years;

4.3 To consider the travel time, the organization of transportation services and the travel distance for the students concerned;

4.4 To consider the community-school factor;

4.5 To calculate the actual costs related to the operation of the school concerned and to estimate the costs in terms of major repairs over a five (5) year period, taking into account the anticipated enrolment;

4.6 To determine the potential for relocating the students of the school concerned into one or more schools of the Board.

## 5. Consultation Process

5.1 At a regular meeting, the Council shall, by resolution, declare its intention to close a school or to change the level of instruction provided by a school or to change cycles or parts of cycles of the level of instruction or to cease preschool education services provided by a school.

5.2 At that same meeting, the Council of Commissioners shall also adopt the timeline for the public consultations it plans to hold.

5.3 The public consultation process shall begin with a public notice issued:

5.3.1 no later than July 1st of the school year preceding the school year during which the school will be closed;

5.3.2 no later than April 1st of the school year preceding the school year during which a change to the level of instruction or to cycles or parts of cycles of



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the level of instruction the cessation of preschool education services provided by a school will occur;

- 5.3.3 The public consultation timeline must include:
  - 5.3.3.1 the date, time and location of the public information session;
  - 5.3.3.2 the date, time and location of the public consultation meeting;
  - 5.3.3.3 the procedure for distributing pertinent information, primarily the financial and pedagogical impact of the anticipated decision;
  - 5.3.3.4 the dates and times during which the pertinent documentation may be consulted;
  - 5.3.3.5 the procedure for obtaining the pertinent documentation pertaining to the subject of the public consultation.
- 5.4 The Council of Commissioners may decide to hold more than one public information meeting which provides for the presence of the Chairman of the School Board and the commissioner(s) from the electoral division(s) of the catchment areas concerned.
- 5.5 During the public information session, a question period of at least 30 minutes duration must be held in order to allow the people present to ask questions or to obtain information other than what was already made available, if such is the case.
- 5.6 Every person or body may make a request to the Secretary General to be heard during the public consultation meetings; however, the School Board will allocate the time allotted for each presentation based on the overall number of requests received.
- 5.7 Feedback received within the framework of the consultation will be considered whether or not it is presented at a public consultation meeting.
- 5.8 Any person or body that wishes to be heard on the subject under consultation may be invited to provide a written synopsis of the issues they wish to raise at the public consultation meeting.
- 5.9 Those persons or bodies that the Council of Commissioners plans to hear at the public consultation meetings shall be notified at least seven (7) days prior to the meeting.



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## 6. COMING INTO FORCE

- 6.1 This Policy replaces the previous Policy on Planning for our Schools and Centres adopted by Resolution B102-20051220, and shall come into force on the day public notice of its adoption is given.