

<p>ELK ISLAND CATHOLIC S.R.D. NO. 41</p> <p>LEGAL REFERENCES: <i>School Act</i>, Section 42</p> <p>CROSS REFERENCE: CA, School - Based Leadership; CAB, School Councils</p>	<p>CODE: FL-Policy</p> <p>TITLE: Retirement of Facilities</p> <p>ADOPTION DATE: March 7, 2001</p> <p>REVISION DATE:</p>
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The Board, at its discretion, may close a school, three or more consecutive grades in an elementary school, the entire junior high program, or the entire senior high program in accordance with the *School Act*.

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1. The Superintendent shall review the status of all schools in the system each September to determine whether a feasibility study should be conducted. Studies will be initiated when:
 - 1.1 Elementary enrolment declines below 100.
 - 1.2 Elementary/Junior High enrolment declines below 150.
 - 1.3 Senior High Enrolment declines below 300.
 - 1.4 Essential maintenance/renovation costs place excessive demands on operating budgets.
 - 1.5 Transportation costs place excessive demands on operating budgets.

2. The feasibility study shall include an examination of:
 - 2.1 The educational program offered by the school.
 - 2.2 The operational costs per student.
 - 2.3 The school's building utilization factor.

- 2.4 The impact on other schools within commuting distance
- 2.5 Other relevant factors including, but not restricted to enrolment trends and patterns, maintenance and renovation costs, transportation costs, and long-range plans.

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1. In the event of a possible school closure or realignment of attendance areas affecting three or more consecutive grades, the Board will communicate the proposed changes to School Councils, staff, parents and students and other affected rate-payers prior to any decision being made.
2. Opportunity for affected groups to make presentations to the Board regarding the proposed changes will be provided prior to any decision being made.
3. When the Board is considering school closure, the matter shall be raised at a regular Board meeting before or during November outlining the proposed changes and the specific school(s) or grade(s) involved.
4. A letter will be sent to the parent of every child in the school(s) affected, notifying them of the fact and the implications of the school closure. The letter must address questions relating to how a specific closure or realignment of grade would affect the following:
 - 4.1 Attendance area(s) for affected school(s);
 - 4.2 Attendance at other schools by students relocated because of the school closure or realignment;

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- 4.3 The need for, and extent of, bussing;
 - 4.4 The effect on the social environment of the community;
 - 4.5 Program implications for the students when they are attending other schools;
 - 4.6 Program implications for other schools;
 - 4.7 The educational and financial impact of closing the school or realignment of the; grades, including the effect on operational costs and the capital implications;
 - 4.8 The financial and educational impact of not closing the school or realigning the grade structure;
 - 4.9 The capital needs of other schools that may have increased enrolment; and
 - 4.10 Proposed disposal or use for the school that is to be closed.
5. The Superintendent shall meet with the staff at the school(s) to discuss the possible closure and its implications for students and staff.
 6. A meeting of the parents or guardians of the students, attended by at least two trustees, and the Superintendent or designate shall be held at each of the schools concerned prior to the end of January. Notice of this meeting shall be communicated by letter distributed through the school(s). In addition, this meeting will also be advertised in the parish bulletin and the newspaper. At this meeting, the Superintendent or designate shall indicate that the purpose of the meeting is to provide information and solicit parental input. The following shall be addressed:

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- 6.1 The attendance area of the school under consideration;
 - 6.2 The attendance area and enrolment of other schools to be affected by the possible closure;
 - 6.3 The need for, and extent of, bussing;
 - 6.4 The educational program implications for the students in the school being closed and in other affected schools;
 - 6.5 The financial and educational implications of closing the school and of not closing the school; and
 - 6.6 Proposed future utilization of the school.
7. A public meeting will provide for representatives of concerned electors to present their reactions to the Board, to comment upon the response and to answer questions.
 8. The assembly shall be informed by the Board members in attendance that:
 - 8.1 the expressed concerns shall be considered by the Board in making a decision; and
 - 8.2 the Board will entertain a request for delegation at a public meeting on a specified date on the issue.
 9. A public meeting of the Board to hear the presentation of briefs shall be held before the end of February. Requests to appear before the Board must be made in writing and submitted to the Secretary-Treasurer at least eight days prior to the meeting.

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10. Following presentation of briefs, the Board, at its next public meeting, shall render a decision with reference to the proposed closure.
11. The decision will be communicated forthwith to the School Council(s), the school staff(s), and the parents or guardians of students attending the school(s).
12. In the event that prior agreement exists within the community that a school should be closed, the Board may act expeditiously to affect school closure.