



# 802BP School Grade, Division or Facility Reduction

**ADOPTED:** 1995.11.20  
**APPROVED:** 2025.09.17 (2019.11.27) (2014.01.15) (1995.11.20)  
**AMENDED:** 2025.09.08 (2019.11.20) (2013.04.29) (2006.11.22)  
**REVIEWED:** 2025.09.08 (2024.11.27) (2022.12.20) (2019.11.20)

---

## LEGAL REFERENCE:

- *Education Act Section 62*
- Alberta Education K-12
- Guide to Education

## CROSS REFERENCE:

- [Exhibit 802-1BP School Viability Process for Review](#)

---

## POLICY STATEMENT:

The Board is responsible for the operation of schools and subsequent programs throughout the Division, wherever such programs are viable. Where a school or partial school operation reaches or is approaching non-viable status, the Board may close a school, amalgamate schools, change the configuration of a school, or adjust the enrolment/transportation boundaries of schools.

## GUIDING PRINCIPLES:

1. The Board may decide to:
  - 1.1 close a school permanently or for a specified period of time.
  - 1.2 close entirely one division in a school (three grades or more in a year)
  - 1.3 transfer part or all of the students from one school to one or more other schools.
2. The Board may review school programs and operations to determine the future of such schools when:

- 2.1 the Board believes such a review will improve the availability of programs for students or efficiency of operations.
  - 2.2 the school and community determine that enrolments and consequent funding threaten the viability of the school program.
  - 2.3 operating/maintenance/renovation/transportation costs place excessive demands on the BTPS budget.
  - 2.4 recommended by the Superintendent.
3. The Board shall consider the following factors when deliberating a school closure
- 3.1 educational programs offered by the school.
  - 3.2 operational cost of the school.
  - 3.3 student enrollment trends and patterns.
  - 3.4 transportation routes and costs.
  - 3.5 long range strategic plan.
  - 3.6 physical condition and renovations/capital expenditures required.
  - 3.7 impact on other schools.
  - 3.8 impact on the community and the region.
  - 3.9 costs associated with the transition.
  - 3.10 other special relevant factors.

## **PROCESS**

- 1. The Superintendent, annually, shall review the status and viability of all schools in the system.
  - 1.1. The Superintendent would consider the “Exhibit 802-1 School Viability Review Process” and report on the viability of schools to the Board of Trustees.
- 2. The Superintendent, at a Board Committee of the Whole meeting in November, shall provide a viability report to the Board on the status of all schools in the system; and shall recommend to the Board any schools, which should be reviewed formally for complete or a reduction in grade divisions, or reviewed formally for a change in enrolment/transportation boundaries.
- 3. The Superintendent shall hold a meeting with staff at the school(s) that might be considered for full or partial closure to discuss the possible implications on students and staff prior to public meetings being held.
- 4. At its January public Board meeting, the Board shall make a motion to investigate the complete or partial closure(s) (including the reduction of grade division(s)) of designated school(s) for the next year.
  - 4.1 for the purposes of the process for next steps (Step 5 and thereafter) a reduction in grade division(s) or a reduction in a school facility is a considered a school closure process.
  - 4.2 a decision to adjust the enrolment or transportation boundaries for schools is not considered a school closure process and the Board of Trustees may determine to use an alternative process for consultation and would seek consultation from the Superintendent for next steps.

5. The Board shall communicate, in writing, to the parents of every child and student enrolled in the school(s) which will be affected by the closure. The communication shall indicate the time, date, and location of the public meeting to discuss the potential closure(s). It shall also address how the closure(s) will affect the following:
  - 5.1 The attendance area defined for that school; the probable attendance at other schools, including the number of students re-located by virtue of the school closure;
  - 5.2 The need for, and extent of, busing;
  - 5.3 Program implications for other schools;
  - 5.4 Program implications for the students when they are attending other schools;
  - 5.5 The educational and financial impact of closing the school, including the effect on operational costs and capital implications;
  - 5.6 The financial and educational impact if the school were to remain open;
  - 5.7 The capital needs of other schools that may have increased enrollment as a result of the closure; and
  - 5.8 The proposed use or disposal of the school if the entire school is to be closed.
6. The Board shall inform, in writing, the council of the municipality in which the school is located that they will have an opportunity to provide a statement to the Board at the public meeting referenced in procedure number 5, regarding the impact that the closure may have on the community.
7. A public meeting shall be organized and convened no later than the month of February for the purpose of discussing the possible closure(s); its implications for the students, for the community and the school system; and alternatives to the closure.
8. The date and place of the public meeting shall be:
  - 8.1 Posted in five or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least two weeks prior to the date of the public meeting;
  - 8.2 Posted in five or more conspicuous places in the community;
  - 8.3 Published in a newspaper circulating within the area or areas of the school or schools affected by the proposed closure, once a week for at least two weeks prior to the date of the public meeting; and
  - 8.4 Advertised in the newsletter of the school being considered for closure.
9. The Board encourages all trustees to be in attendance. The Superintendent and at least two trustees shall attend the public meeting.
10. At the public meeting:
  - 10.1 The factors outlined in guideline number 5 shall be discussed.
  - 10.2 An opportunity shall be provided for the council of the municipality in which the school is located to provide a statement to the Board on the impact the closure may have on the community.
  - 10.3 There is opportunity for the public to respond to the Board's proposal to close the school.
  - 10.4 The community shall be informed that:
    - 10.4.1 Input received from all individuals and groups will be considered by the Board in making a final decision, and

10.4.2 A request may be made to appear before the Board at a public meeting on a specified date.

11. Minutes shall be prepared of the proceedings of all public meetings.
12. The Board shall give due consideration to any submissions received and at the March Board meeting shall make the appropriate motion regarding the continued operation of the school(s).
13. Subsequent to a Board decision in favour of school closure, the Board shall forthwith notify the Minister in writing of the decision.
14. Within one week, the parents/guardians of the students attending the schools under consideration shall be notified in writing of the Board's decision.
15. School closure, if approved, shall be completed within the school year in which the closure decision is made.
16. In the event that support exists with the community that a school should be closed, a modified process shall be designed and implemented to support the closure(s).