



Halton District School Board

HALTON DISTRICT SCHOOL BOARD

7000-21

POLICY STATEMENT

CONSOLIDATION/CLOSURE OF SCHOOL(S)

Effective November 17, 2004, the Halton District School Board approved an interim policy (for 2004-05) reflecting a change of date in Item 3: "A specific list of schools or areas to undergo further study will be approved by the Board no later than January 15th."

A change in date in Item 5 was also approved: "The School Closure Study Committee shall present its report to the Board no later than the end of the first week of April."

A further change to dates in Item 9 were also approved: "Approval of the school closure must occur on or before April 30th to take effect the following September."

For a complete copy of the 2004-05 interim policy, [click here](#).

The Halton District School Board, in order to ensure opportunities for quality education and ensure effective and efficient use of its facilities, must continually monitor its requirements for student accommodation. Changes in enrolment, government or Board direction and other factors may result in schools being closed or consolidated. The following procedures shall be followed to facilitate full public consultation before final decisions regarding school closures are made.

1. Annually, upon confirmation of the enrolment projections for the upcoming September, the Senior Administration will present a report to the Board containing the enrolment projections for each school. The report will contain:
 - Ministry Rated Capacity (as determined by PARC)
 - On the Ground Capacity (OTG)
 - Per Cent Occupancy of Ministry Rated Capacity
 - Enrolment Projections
 - Operating Cost Per Student
 - Operating Cost Per Square Foot
2. Administration will recommend that specific schools or areas of schools undergo further study based upon:
 - Low enrolment in the immediate catchment area (exclusive of students attending on "optional" attendance or for "holding" purposes); or
 - Enrolment Projections; or



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- Projected capital costs necessary to meet program delivery; or
- Projected maintenance costs; or
- Direction of the Capital Strategic Plan as adopted by the Board.

Where further study is based upon enrolment, the following criteria will apply:

- Further study *may* be requested for a school or area as it reaches 80% occupancy.
- Further study *will* be requested for a school or area as it reaches 60% occupancy.

3. A specific list of schools or areas to undergo further study will be approved by the Board no later than June 30th of that same year.
4. A School/Area Study Committee shall be appointed by the Director of Education and shall consist of the following:
 - A Superintendent of Education who shall chair the committee
 - The Superintendent of Business Services or designate
 - The Superintendent responsible for Planning or designate
 - A school principal from a school other than those under study
5. The School Closure Study Committee shall present its report to the Board no later than November 30 of that same year.
6. Each School Closure Study Committee shall study all relevant matters which pertain to the school or schools involved and report its findings and recommendations. In so doing the committee shall adopt procedures to facilitate public consultation before final decisions are made.
7. Upon receipt of the Final Report of the Study Committee and before taking any action on the Report's recommendations, the Board shall distribute a summary of the recommendations of the Committee to parents through school distribution to pupils and to School Councils, Home and School Associations and ratepayer associations in the designated area who are on the Board's Agenda distribution list. A notice summarizing the recommendations will be placed in appropriate local newspapers. Copies of the Study Committee Report shall be available for the public in schools in the designated area and on the Halton District School Board website.
8. Persons wishing to address the Board in connection with the Study Committee's Report and Recommendations shall be given an opportunity to do so in accordance with the Board's normal policies for the distribution of written submissions to the Board and the hearing of delegations. Where it appears that there may be a number of persons wishing to make oral, as well as written, submissions to the Board, the Chair may arrange a special Board meeting to hear the delegations.



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9. Approval of the school closure must occur on or before December 31 to take effect the following September.
10. This policy is subject to the requirements of the Board's Policies and By-Laws and Provincial legislation.
11. It is important that the integration of students and staff into their new schools is achieved in a way that is positive and supportive to the students and parents of the respective communities. This process of integration should be carried out in consultation with parents and staff. The Director of Education will establish an Integration Committee immediately following the final decision to close a school.

