



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Policy n° 2007-TS-02

Policy Concerning the Continued Operation or Closure of Schools and Any Modifications Pertaining to Educational Services

Resolution n° CC-070926-TS-0019:

Revised on:

1.0 PREAMBLE

The Sir Wilfrid Laurier School Board endeavours to provide the best services possible to its students while rationalizing the allocation and use of its human, financial and material resources. This policy was developed in an effort to ensure that all resources available are used for the benefit of students.

2.0 DEFINITIONS

2.1 Act

The Education Act (R.S.Q., chapter I-13.3).

2.2 Clientele

The students registered at a school and receiving the latter's educational services.

2.3 Closure

The closure of a school consists of transferring in its entirety the clientele of that school to one or several other schools; the deed of establishment is thus revoked.

2.4 Consultation Period

Sixty (60) calendar days, excluding all statutory holidays, the period July 1st to October 1st in any calendar year, the spring break and those days or periods during which the school board is officially closed.

2.5 Cycle

A division of the educational organization structure as per the Quebec Education Program. Elementary education is divided into three two-year cycles and secondary education is divided into one two-year cycle and one three-year cycle.

2.6 Educational Services

Includes the educational vocation of a school, its cycles, or preschool educational services (i.e.: kindergarten).

2.7 Educational Vocation

The level of education at which the clientele of the school is taught (i.e.: preschool, elementary, secondary, adult education or vocational training).

2.8 M.E.L.S.

Ministère de l'Éducation, du Loisir et du Sport.

2.9 Public

Any interested party directly or indirectly affected by a proposed change by the school board with regard to the closure of a school or changes to the educational services offered by a school.

2.10 School

An educational entity providing educational services.

2.11 School Board

The Director General or his/her delegate in charge of the consultation process.

2.12 Transfer

The transfer of a portion of the clientele of a school to one or several other schools; the deed of establishment is not revoked.

3.0 GOAL OF THE POLICY

- 3.1 Allow the school board to state its intentions concerning the use of its schools for educational purposes.
- 3.2 Provide the school board with a tool that will promote the rational and responsible delivery of educational services on its territory.
- 3.3 Establish the principles and procedures to be applied when the school board is considering revoking the deed of establishment of a school or changing the educational services offered by a school, as the case may be.
- 3.4 Identify the criteria that will serve as guidelines throughout the process.
- 3.5 Consult the public on the direction being considered by the school board concerning the continued operation or closing of a school and any other modifications pertaining to educational services.

4.0 BASIS AND LEGAL FRAMEWORK

- 4.1 This policy satisfies the obligations created by Section 212 of the Act which stipulates that the school board shall adopt a policy concerning the maintenance or closure of schools, the modification of a school's educational vocation, its cycles and/or cessation of the preschool educational services provided by a school.
This policy satisfies the obligations created by sections 39, 40, 79 and 236, among others, of said Act with reference to the establishment of deeds of establishment, consultations with governing boards concerning amendment or revocation of deeds of establishment and the educational services to be provided by each of its Schools, the whole as amended by Bill 32 entitled "*Loi modifiant la Loi sur les élections scolaires et la Loi sur l'instruction publique*" sanctioned into law on December 14, 2006.
- 4.2 This policy shall be applied in accordance with the procedures set out in all applicable collective agreements.

- 4.3 The sound management of the resources allocated by the M.E.L.S. requires the school board to ensure the equitable allocation and rational use of these resources.

5.0 OBJECTIVES

- 5.1 Provide the best educational services possible to students.
- 5.2 Ensure equality of opportunity for success to all students and equity of services to meet their needs.
- 5.3 Ensure that the allocation of human, financial and material resources among schools is equitable.
- 5.4 Ensure the optimal use of schools in order to minimize operating costs.
- 5.5 Ensure, whenever possible, the continued operation of a school.

6.0 DECISION-MAKING CRITERIA

6.1 General Criterion

Maintain a school as long as the quality of the educational services provided is ensured through the equitable allocation of all resources available.

6.2 Demographic Criteria

- Evolution of the clientele within the past five years.
- Demographic forecast.

6.3 Administrative Criteria

In conformity with section 275 of the Act which provides for the equitable allocation of financial resources, the following criteria should be taken into consideration:

- The school enrolment versus the school's functional capacity as determined by the M.E.L.S.
- The physical condition of the school building versus the anticipated maintenance and investment costs.
- The distance from other schools in the vicinity versus the needs of the clientele.
- The collective agreements and the regulations respecting the conditions of employment of management staff.
- The financial situation of the school board.

7.0 PROCESS AND TIMELINE

- 7.1. The school board shall study the enrollment situation in its schools or any necessary changes to its schools' educational services, as the case may be, and shall elaborate alternative solutions for consultation purposes.
- 7.2 The Council of Commissioners shall adopt a resolution in principle allowing for the consultation period, with respect to the proposed changes, to commence.

- 7.3 The school board shall initiate the consultation with a public notice calling for a public assembly given:
- no later than July 1st of the year preceding the proposed closure of a school or transfer of clientele, or
 - no later than April 1st of the year preceding any proposed changes to the educational services.
- 7.4 At the public assembly, the public shall be provided with information as to the consultation timeline as well as an outline of the financial and pedagogical consequences of the proposed change.
- 7.5 The Chairperson of the Council of Commissioners or his/her delegate and the commissioner of the electoral division in which the school is located shall attend this public assembly. As well, any commissioner of the school board may attend this public assembly.
- 7.6 Any member of the public may present a written brief to the school board during the consultation period.
- 7.7 The school board studies the recommendations received during the consultation period and prepares a summary, including its own recommendations. A full report is presented to the Council of Commissioners following the consultation period.
- 7.8 The Council of Commissioners shall render its decision and the school board shall advise, by means of a letter to parents of students affected by the change and by means of a public notice to the public, accordingly.
- 7.9 In the event of a closure or transfer or a change to educational services, as approved by resolution of the Council of Commissioners, the change shall come into effect on July 1st following the consultation.

8.0 EFFECTIVE DATE

Further to the consultation period, the present policy becomes effective on the day public notice of its adoption by the Council of Commissioners is given.