

**POLICY FOR MAINTAINING OR CLOSING A SCHOOL AND THE  
MODIFICATION OF CERTAIN EDUCATIONAL SERVICES PROVIDED  
IN A SCHOOL**

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**ROADMAP**

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## TABLE OF CONTENTS

1.	PURPOSE .....	1
2.	APPLICATION .....	1
3.	DEFINITION.....	1
4.	OBJECTIVES .....	1
5.	LEGAL FRAMEWORK .....	2
6.	GUIDING PRINCIPLES.....	2
7.	DECISION CRITERIA .....	2
8.	REVIEW AND CONSULTATION COMMITTEE .....	3
9.	EFFECTIVE DATE .....	3

## 1. PURPOSE

This policy is adopted pursuant to section [212](#) of the *Education Act* which requires the Centre de services scolaire du Littoral (CSSL) to adopt a policy on the maintaining or closing of a school, changes to the level of instruction provided by a school, or to cycles or parts of cycles of the level of instruction, and the cessation of preschool education services provided by a school.

## 2. APPLICATION

This policy applies to primary and secondary schools. It does not apply to adult general education centres.

## 3. DEFINITION

*Basic School Regulation*: A set of legal provisions established by the government. These provisions define the nature and objectives of educational services.

*Curriculum*: A set of competencies determined by the Québec school program.

*Deed of establishment*: Document stating the name, address, premises or immovables placed at the school's or centre's disposal and specifying the level of instruction the school is to provide.

*Educational services*: Teaching and complementary services offered by the school to promote academic learning and the full development of students.

*Immobilization costs*: Expenses related to the acquisition of furniture, tools and equipment, building maintenance and alterations, including work arising from laws and regulations on occupational health and safety as well as safety in public buildings, and the cost of IT development.

*Maintenance costs*: Expenses related to equipment and annual maintenance and repair activities.

*Modification of deed of establishment*: Addition, removal or change to the name or address of the establishment, or to the level of instruction or pedagogical services, or to the reallocation of part of the immovable (partial rental, cohabitation, expansion).

*Recurring expenses*: Expenses that occur annually for current operations.

*Revocation of deed of establishment*: Closure of the school or centre for teaching purposes.

*School*: According to section [36](#) of the *Education Act*, a "school" is: "an educational institution whose object is to provide to the persons entitled thereto under section [1](#) the educational services provided by this Act and prescribed by the basic school regulation established by the Government under section [447](#) and to contribute to the social and cultural development of the community."

*Service and speciality classrooms*: Depending on the school's organization, rooms that can be used for services or specialities. Examples: library, gymnasium, conference room, computer room, music room, etc.

*Structural quality*: Building condition considering the following elements: structure, mechanical systems, electrical systems, building envelope.

## 4. OBJECTIVES

4.1 Specify the framework within which the school service centre intends to close a school.

4.2 Specify the framework within which the school service centre intends to change the level of instruction provided by a school, or the cycles or parts of cycles of the level of instruction, and the cessation of preschool education services provided by a school.

4.3 Specify the terms and conditions and the consultation process that the school service centre intends to follow prior to maintaining and closing a school or to change the deed of establishment and the level of instruction provided by a school, or the cycles or parts of cycles of the level of instruction, and the cessation of preschool education services provided by a school.

## 5. LEGAL FRAMEWORK

This policy is based on the *Education Act*, in particular sections [39](#), [40](#), [193](#), [211](#), [212](#), [217](#), [236](#), [239](#), [397](#) and [398](#). It is also based on the various basic school regulations applicable to the clientele concerned, as well as on the orientations, policies and regulations of the school service centre.

## 6. GUIDING PRINCIPLES

- 6.1 The school must ensure the quality educational services offered in the community, taking into account the educational success and well-being of its students.
- 6.2 The school plays a social and cultural role in its community.
- 6.3 The school plays a key role in ensuring the sustainability of villages.
- 6.4 Maintaining a school and the change of a level of instruction are determined according to the financing and are approved by the general administration, which must take into account the deadlines for the implementation of pedagogical services as determined by Educational Services.

## 7. DECISION CRITERIA

The school service centre takes the following criteria into account when making its decision:

- ✓ Maintaining the quality of educational services in all schools of the school service centre;
- ✓ The school's clientele over the past five (5) years, the current clientele and the evolution over the next five (5) years of this clientele;
- ✓ The current cost of operating the school and the estimated cost of major renovations over a five-year (5) period, taking into account the projected evolution of the school's clientele;
- ✓ The ability to relocate the school's clientele to one or more schools of the school service centre;
- ✓ Organization of transportation, travel times and distances for the students concerned;
- ✓ The following organizational, pedagogical and administrative factors:
  - The requirements of the *Basic School Regulation*, particularly of the curriculum;
  - Capacity to offer teaching and complementary services;
  - Recurring operating expenses;
  - Staffing plans for support, professional and management personnel.
- ✓ The following material factors:
  - Structural quality of buildings;
  - Capacity;
  - Service and specialty classrooms;

- Number of available spaces;
  - Maintenance costs;
  - Immobilization costs.
- ✓ **An analysis of the situation must be conducted to determine whether to maintain a school where the student population is less than five (5).** This analysis must take into account the guiding principles outlined in this policy. It evaluates:
- Alternatives for students to attend other schools/relocation;
  - Whether costs of maintaining such an organization takes into account the school service centre's financial capacity.

## 8. REVIEW AND CONSULTATION COMMITTEE

- 8.1 In the event that it is necessary to do an analysis or review of a situation, a working committee will be formed and composed of the general administration, administrative services and the school principal concerned.
- 8.2 In accordance with section [40](#) of the *Education Act*, the governing board must be consulted on any closure of a school or changes to the level of instruction provided by a school, or to cycles or parts of cycles of the level of instruction, and the cessation of preschool education services provided by a school.
- 8.3 In accordance with section [212](#) of the *Education Act*, a public consultation in the municipality concerned must be held regarding any closure of a school.

This public consultation begins with the publication of a public notice:

- No later than July 1<sup>st</sup> of the year preceding the year which the school would be closed;
  - No later than April 1<sup>st</sup> preceding the year in which changes are made to the level of instruction provided by a school, or to cycles or parts of cycles of the level of instruction, and the cessation of preschool education services provided by a school.
- 8.4 In accordance with section [193](#) of the *Education Act*, the parents' committee shall be consulted on the school service centre's *Three-Year Plan for the Allocation and Destination of Immovables*.
- 8.5 Any decision relating to the closure of a school or change of the level of instruction provided by a school, or the cycles or parts of cycles of the level of instruction must be adopted by ordinance.

## 9. EFFECTIVE DATE

This policy is effective on the date of its adoption.