



Policies and Procedures

File: FCB-R

Closing Schools

It is the responsibility of the Board of Education to operate the school system in an instructionally and economically sound manner that best serves the district mission, vision and business plan. As instructional economies of scale, financial conditions and/or populations mature or shift within the District, the operation of certain school buildings may no longer be feasible. It may be necessary for the Board to determine if school(s) are needed for their original purpose or should be used to benefit the District in other ways

In determining when a facility is to be retired and/or closed for regular school purposes, the Board shall be guided by a combination of factors, not limited to the following:

1. Educational Program: the school's ability to meet the needs for providing a modern and flexible educational program including instructional economies of scale and the need to consolidate, reconfigure, or relocate existing programs.
2. Enrollment-percent: utilization/student enrollment as a percentage of building capacity.
3. Building Capacity: the building's ability to economically accommodate enrollment.
4. Enrollment Trend: the variation in enrollment patterns for recent time frames.
5. Transportation: the school enrollment boundary as analyzed for district transportation eligibility.
6. Academic Success: the school's rating on the various state rating systems.
7. Facility Condition: the school's facility condition as measured on a uniform scale for all district schools.

The Superintendent, in coordination with the Board and, in the Superintendent's discretion, with input from an advisory steering committee appointed by the Superintendent, shall review and develop a recommendation based upon the factors listed above.

If the Superintendent deems it necessary to recommend closure of a school(s), the following procedures shall be followed:

1. Upon receipt of a recommendation from the Superintendent that a school or schools should be closed and after reviewing the supporting data, the Board may instruct the

Superintendent to notify the parents/guardians of students attending the school(s) affected, informing them of the action being considered and the reasons therefore, and of the arrangements proposed for the education of their children. A time schedule and the process for community input and notification will be published. Any recommendation to close or consolidate a campus should be considered for approval by the Board.

2. If the Board approves the closure of a school, the students and their parents/guardians shall be informed of the alternative educational arrangements available to the students, to include the students' new school boundaries, as well as anticipated transportation arrangements.
3. The Superintendent or designee shall inform the affected staff members and review with them their rights of transfer to other locations. They shall be assisted in obtaining mutually satisfactory assignments subject to applicable laws and employee handbooks/agreements.
4. The Superintendent or designee shall discuss the following with receiving schools impacted by closures: grade distribution, pupil-teacher ratio, adequacy of receiving schools to house redirected students, proposed attendance boundaries, potential transportation adjustments, economic considerations regarding annual operating costs of the facility, potential staffing changes, potential program changes, as well as other anticipated impacts.
5. To ensure the smoothest possible transition, the Board shall direct that any schools that are slated for closure, be closed as of the end of the regular school year, unless emergency conditions dictate otherwise.
6. If emergency conditions dictate that a school be closed during the regular school year, the Board shall allow the Superintendent a minimum of one month, as permissible, to implement the Board's order to close a school. The Superintendent shall use this one month period to work with parents/guardians, teachers and administrators in the sending and receiving schools to prepare students for the change.
7. If the Board votes to close the school(s) in question, the school(s) shall be vacated and reutilized in a manner that best serves the District. The Board shall consider various factors to include, but not limited to, the following: other uses that the District might make of the building, or sale to external parties. The historic value of any building may also be considered by the Board. In such cases, it may take special action to provide for its preservation.

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Pueblo School District No. 60, Pueblo, Colorado

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