

Cache County School District

Policy Series 2000: Administration and District Planning

Policy No. 2450

School Closures and Boundary Changes

The Cache County School Board acknowledges that school closures and boundary adjustments have a significant impact on students, families, and communities. Therefore, the District is committed to a transparent process that includes timely notification and meaningful public input before making such decisions.

Definition: Special Enrollment Program

A special enrollment program is defined as a full-day academic program, such as Dual Language Immersion, offered at a designated school site, in which parents elect to enroll their child.

School or Program Closure

Notice of Consideration

Before approving the closure of a school or special enrollment program, the Board shall provide at least 90 days' notice of its intention to consider the closure. This notice must be:

- Sent to parents of students currently enrolled in the affected school or program;
- Sent to parents of students in other potentially affected schools;
- Delivered to the governing council and the mayor of the municipality where the school is located.

The Board shall initiate consideration of closure through a separate motion approved during a public Board meeting. Notification shall be issued using the District's regular communication channels and also sent via U.S. Mail to the parents' last known address.

Public Comment and Hearings

The Board shall conduct two public meetings before any closure decision:

- One of the meetings must be a designated public hearing.
- If feasible, the public hearing shall be held at the school under consideration for closure.

Notice of Public Hearing

In addition to complying with Policy 1200 *Meetings of the Board of Education*, the Board shall provide at least 30 days' notice of the hearing. The notice shall include:

- The name of the school or program under consideration.
- The date, time, and location of the hearing.

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This notice must be:

- Sent to the same recipients as the 90-day notice;
- Posted for at least 10 days before the hearing on:
 - The Utah Public Notice Website;
 - The District website.
 - At the District office;
 - Prominently at the affected school(s).

Deadline for Closure Decision

All decisions regarding school or program closures must be finalized by December 31 of the calendar year preceding the school year in which the closure would take effect.

Boundary or Program Location Change

Notice of Consideration

At least 30 days before approving a boundary or program location change, the Board shall notify:

- Parents of students in the potentially affected schools or programs;
- The municipal governing council and mayor.

Each proposed change shall be introduced via a separate motion at a public Board meeting. Notices must be delivered using both the District's regular communication methods and U.S. Mail.

Public Hearing

Before approving any changes, the Board must hold a public hearing to gather community input on the proposed boundary or program location adjustment.

Notice of Public Hearing

A minimum of 30 days' notice is required, stating:

- The school(s) or program(s) involved;
- The date, time, and location of the hearing.

The notice shall be:

- Sent to the same parties as the 30-day notice of consideration;
- Posted at least 10 days in advance on:
 - The Utah Public Notice Website;
 - The District website.
 - At the District office;



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- At the affected school(s).

Deadline for Final Decision

The final vote to approve any school boundary change must occur upon the Board's motion to proceed with the change.

Legal References

- Utah Code § 53G-4-402(24) (2024)
- Utah Code § 10-9a-103(54) (2024)
- Utah Code § 63G-30-102(1) (2023)

Approved by the Board of Education: June 12, 2025