RETIREMENT OF FACILITIES

The administration is responsible for assessing the use of school facilities to identify schools that might be discontinued as attendance centers for educational programs. Once a school that can be closed is identified, an appropriate recommendation will be made to the Board of Education for action.

Initiation of Study:

1. The administration will examine enrollment projections and classroom needs based upon these projections. If the administration believes that a school building could be closed, supporting information will be prepared and presented at a regular Board meeting.

2. If the Board of Education believes that there is sufficient evidence to consider closing a school building, the administration will be directed to bring together a group which will include central office administration, staff members, parents, and other school patrons representative of the attendance center(s) involved. The group will report to the Board of Education prior to the end of June prior to the year of planned closure.

Review Procedures:

1. Factors that will be examined when considering a school for closing include the following:
   - **a) Enrollment and program**
     1. Enrollment in size in relation to that needed to provide a cost-effective quality programs and services.
     2. Enrollment projections indicative of continued small pupil population, taking into account both neighborhood pupils and others.
     3. Effect upon programs for pupils in all schools affected by the closing.
   - **b) Community considerations**
     1. Attitudes toward reducing the number of attendance units and reducing costs.
     2. Hardships and/or benefits to parents and/or children resulting from closure; distance from where students reside to schools where assignments would be made.
     3. Reactions on the part of parents and other school patrons.
     4. Effect upon the neighborhood in the event of closures.
   - **c) Building characteristics**
     1. Age and condition of building including whether or not building is energy efficient.

2. Adequacy of building for programs; existence of a multipurpose room and/or other special areas; feasibility of replacement or additions, if needed.
3. Suitability of the building for other uses.
4. Capacity of buildings in adjacent attendance areas; space to house additional students.

d) Environmental factors

1. Adequacy of the building in terms of student health and safety.
2. Frequency of vandalism and amount of damage.
3. Location and size of site.
4. Traffic hazards and/or serious deterrents to learning in the surrounding community.

e) Financial considerations

1. Staffing requirements.
2. Food service and pupil transportation requirements and expenses resulting from closure.
3. Comparative per pupil operating costs related to status quo.
4. Value of property for other uses.
5. Saving which might accrue by reducing the number of attendance units.

3. Use may be made of outside consultants when considering school closing.

4. An orderly procedure, including the provision of information to all who will be affected, will be used when closing a school. Parents will be informed in advance regarding recommendations and possible Board action. A public hearing will be held at the attendance center to be affected by a school closing.

5. Boundaries will be realigned when necessary when a school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments, and programs.

6. Alternative uses of the building or disposition of the property will be considered in light of current and projected needs.

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