

*Taken from the SDACC Education Code, February 9, 2022; Revised #25-14, February 19, 2025*

The closure of a school can have a significant impact on students, families, and staff, and efforts must be made to minimize this impact and to facilitate an orderly closure. It is also essential to ensure compliance with legislative requirements.

Only when exceptional circumstances make the continued operation of the school impossible, should a school authority consider closing a school while instruction is underway or just about to begin. Ideally, a school's formal closure should occur at the end of a school year, after all courses are complete and student marks finalized, recorded, communicated to students, and submitted to the Ministry. (School Closure Policy – Independent Schools 2023/4/11)

When the closure of a school or the discontinuance of junior or senior academy programs is being considered the following procedures are to be followed:

1. The school board shall work closely with the church board(s) of the constituent church(es) to determine the appropriate course of action.
2. A two-thirds vote of the school board, in session in which a quorum is declared and at which a representative from the local conference office of education is present, is required to recommend school closure to the local conference board of education.
3. The official school board action recommending closure of the school, or the discontinuance of junior or senior academy programs shall be sent to the conference board of education.
4. The closure of the school, or the discontinuance of junior or senior academy programs shall be by action of the conference Board of Education. The Office of Education will then provide a formal written notice of closure to both the Inspector of Independent Schools and the Federation of Independent Schools Association.
5. Whenever a school is closed, or a program discontinued, alternative options for accessing Adventist Education should be communicated with parents. Consideration should be given to informing the local school district, particularly in smaller communities or in the middle of the school year, as the school closure may result in an influx of students to other local schools.
6. The retention of pupil records for closed schools shall be transferred to the conference Office of Education in accordance with applicable legislation and regulations. In accordance with the Personal Information Protection Act, any records containing personal information that are not required to be archived, must be destroyed via cross shredding, electric shredding or secure document handling services.
7. If a school's closure results in an interruption in the educational program, the school should consider full or partial refunds in alignment with the school's refund policy. Depending on the timing of the closure and information provided on the ES Audit, the school may also need to repay a portion of the grant funding.
8. If a new school succeeds one that is discontinued the school records shall be transferred to the new school, subject to applicable legislation and regulations.