



# ADMINISTRATIVE PROCEDURE

## CLOSING OF SCHOOL BUILDINGS

2570

Procedure No.

May 22, 2003

Date

- I. **PURPOSE:** To set forth the Administrative Procedures used by the Board of Education to determine if a school building is to be closed.
- II. **POLICY:** The Board of Education is committed to making the most economical and practical use of its physical resources in the implementation of its educational programs (Board Policy 2570).
- III. **INFORMATION:** It is the goal of Prince George's County Public Schools to provide quality education, equality of opportunity, and stability of school assignment for all children of Prince George's County. These procedures shall ensure, at a minimum, that consideration is given to the impact of any proposed school closing, in relation to the following factors:
  1. Student enrollment trends;
  2. Age or condition of school buildings;
  3. Transportation;
  4. Education programs;
  5. Racial composition of student body;
  6. Financial considerations;
  7. Student relocation;
  8. Impact on community in geographic attendance area for school proposed to be closed, or schools, to which students will be relocating.
- IV. **PROCEDURES:**
  - A. Recommendations to close schools shall be submitted by the Chief Executive Officer, in a timely fashion.
  - B. Recommendations may also be submitted to the Board of Education from groups such as, but not limited to citizens' groups, local school PTAs, County Council of PTAs, County Government, and Board of Education Members.
  - C. Upon determination of the Board of Education to consider such recommendations, there shall be informational meeting as a part of or in addition to a public hearing to permit citizen input.
  - D. There shall be advertising, in at least two newspapers having general circulation in the geographic attendance area for the affected school or schools to be closed and for schools to be used for the relocation of students, at least two weeks in advance of public hearings. Time limits on the submission of oral or written testimony and data shall be defined in the notice of the hearing.



## ADMINISTRATIVE PROCEDURE

### CLOSING OF SCHOOL BUILDINGS

2570

Procedure No.

May 22, 2003

Date

- E. The final decision of the Board shall be in writing and announced at a public meeting. The decision shall include the rationale for the school closing, and address the impact of the closing on the relevant factors set forth above.
- F. Notification of the decision of the Board, including the right to appeal to the State Board, including the right to appeal to the State Board of Education as set forth in the State Bylaw, shall be given to the community or communities in the geographic attendance area(s) of both the school to be closed and the school(s) to which students will be relocated.
- G. The decision to close a school shall be announced at least 90 days prior to the scheduled closing – but not later than March 31 of any school year, except in the case of the need for an emergency school closing, pursuant to the provisions of State Bylaw.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Office of the Chief Executive Officer is responsible for review and update as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administration Procedure 2570, dated August 1, 1987.
- VIII. **EFFECTIVE DATE:** May 22, 2003

Iris T. Metts  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11