

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

PUPIL ACCOMMODATION REVIEW GUIDELINES
(Attendance Boundary and/or School Consolidation Review)

3E:2



POLICY STATEMENT:

The primary aim of the Huron-Perth Catholic District School Board is to provide, in cooperation with the Church and the home, a Catholic education that will develop the spiritual, intellectual, physical, and emotional well-being of each student. It is the responsibility of the Board to allocate physical, human and financial resources to each school in a manner which best provides an equal educational opportunity for all students in the system. Instructional facilities will be planned and organized with consideration of the following factors: to support learning, to achieve operating efficiencies, to respond to current accommodation needs and unique community characteristics, and to anticipate the future. Facility planning at the school, area and district level will be transparent and will provide opportunities for significant community input.

The Huron-Perth Catholic District School Board acknowledges that the consolidation of schools or the revisions of boundaries may be required in order to operate in an efficient and effective manner.

These guidelines ensure that where a decision is taken by the school board regarding the future of a school, that the decision is made with the full involvement of an informed local community and is based on a broad range of criteria regarding the quality of the learning experience for students.

PROCEDURE:

1. It shall be the responsibility of Administration to conduct a review of all schools on an annual basis. Administration shall submit a Report "Projected School Organization" to the Board in the spring of each year.
2. The Administration will present to the Board a Pupil Accommodation Review Report each September indicating which school or schools, if any, should be considered for an accommodation review. Wherever possible accommodation reviews will focus on a group of schools within the Boards planning area. These schools will be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of a viable and practical solution for student accommodations.
3. The Pupil Accommodation Review Report must include:
 - a) the school(s) or family(ies) of schools recommended for 'UNDER REVIEW' status;
 - b) the nature of the changes in status;
 - c) the enrolment pattern of a particular school for the period 5 years prior to the year of review and a 5 year projection of enrolment;

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PROCEDURE:

- d) availability of classroom space in nearby schools or the opportunity for the creation of additional classroom space in nearby schools;
 - e) the advantages or disadvantages of the educational experience of all students within the unit;
 - f) the potential effect(s) of the proposed change(s) on community activities of a social, educational, cultural, or recreational nature which might take place on the school premises;
 - g) the potential effect(s) of the proposed change(s) upon:
 - i) the attendance area(s) of the school(s) identified;
 - ii) the attendance pattern(s) of other schools;
 - iii) student transportation.
 - h) the financial effect(s) including capital implications of either changing or not changing the accommodation status;
 - i) the possibility of alternative uses for vacant space and or closed facilities.
4. The Board of Trustees will consider this report and make a decision on whether to put the school or schools UNDER REVIEW.
5. ACCOMMODATION REVIEW COMMITTEE (ARC)

In the event that the Board decides to put the school or area UNDER REVIEW and proceeds with the study of boundary development or school consolidation, the following steps will be completed:

- a) The Director of Education shall forthwith inform parents, staff, the school council(s), and the school community(ies) of the identifications and possible changes in accommodation status.
 - b) The Board shall approve the appointment at the October meeting of an Accommodation Review Committee (ARC) for each review area.
6. AIMS OF ACCOMMODATION REVIEW COMMITTEE
- a) An Accommodation Review Committee is established to review information affecting the future of the area and to identify needs related to the specific school unit(s) and the students;

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PROCEDURE:

- b) The Accommodation Review Committee shall provide the focus for liaison and communication among the community, parents and the Board;
- c) An Accommodation Review Committee provides an opportunity for citizens and trustees to assess a school's ability to provide an effective opportunity for students to attain their fullest potential at a cost which is reasonably consistent within the system;
- d) The Committee shall review the Accommodation Review Report, seek community input, and complete the School Valuation Report as part of the process.

7. MEMBERSHIP:***Voting Members***

An (ARC) shall consist of the following members:

- School Council members who are parents (3) from the identified school
- Pastor of Local Parish or representative
- Community representative (1)

Non-Voting Members

- Principal of each identified school
 - Supervisory Officers
 - Trustee appointed by Board
- a) Board Staff including the Director of Education, Superintendent of Business, Superintendent of schools, Principal of school and other staff as necessary will provide resource support to the Committee.
 - b) The Principal of the school, in collaboration with the Chair of the School Council, will determine the parent representatives on the Committee. The Board will appoint the community representative.
 - c) The Chair for the Committee will be a non-voting trustee appointed by the Board. Minutes of the meetings are to be recorded.
 - d) All meetings are open to the public.
 - e) The Administration's Preliminary Accommodation Review Report of proposed boundary changes or school consolidations shall be circulated to all interested parties. The Director of Education shall assist the ARC in the local valuation process and in the preparation of a school valuation report for each school under review, and assist with the preparation of the report to the Board from the ARC.

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PROCEDURE:

- f) ARC's can customize the Boards generic School Valuation Framework to the schools under review and then make this framework public prior to the consultations.
- g) ARC's must ensure that all information relevant to the accommodation review is to be made public by posting it in a prominent location on the school boards website or making it available in print upon request.
- h) Members of the ARC may submit a minority report.

8. COMMUNITY CONSULTATION AND PUBLIC MEETINGS

- a) A minimum of sixty (60) calendar days shall elapse between the date at which the Director of Education informs parents, staff, the school council(s), and the community(ies) of the identification and possible changes in accommodation status, and the commencement of the local ARC's community consultation and public meetings.
- b) The local ARC is to ensure that a wide range of consultation occurs with the school(s) and community(ies) under review. This consultation is to be based on the customized valuation framework.
- c) A minimum of four public meetings are to be held as part of the consultation. These meetings will be publicized throughout the community.
- d) At the discretion of the local ARC additional public meetings may be held where deemed by the local ARC to be necessary.
- e) The last of the public meetings held by the local ARC will be for the purpose of presenting the local ARC's report and recommendations.
- f) A minimum of ninety (90) calendar days shall elapse between the beginning and end of the community consultation and public meetings.
- g) Minutes reflecting the full range of opinions expressed at the meetings shall be taken, and made publicly available.
- h) Each ARC will prepare a School Validation report using the School Valuation Framework with recommendations to the Board, including written comments submitted from interested parties.

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PROCEDURE:

- i) ARC’s must share the School Valuation Report with the community at a public meeting. The ARC may make changes to the report based on feedback at that meeting.

9. BOARD DECISION

- a) The Director of Education will make this report accessible to trustees and the public, and will have the report reviewed by Board staff.
- b) The Director of Education will present the ARC report to the Board, along with staff findings and recommendations to the trustees prior to the decision of the Board.
- c) The Administration, after a comprehensive review of the report, shall recommend to the Board:
 - i) That a school or school(s) continue to operate in the present format; or
 - ii) That a school or school(s) operate under a revised format; or
 - iii) That a school or school(s) under review be closed.
- d) Sixty (60) calendar days shall elapse between the receipt by the Board of the report and any decision that the Board makes with regards to the recommendations.
- e) This sixty (60) day period may be used by affected individuals or groups to make presentations to the Board. In addition to regular Board meetings scheduled during this period, one special Board meeting will be held during this period for community members to make their views known to the Board before any decision(s) are made by the Board.
- f) Where the Board votes to change the accommodation status of the school or to close a school, the Director of Education and the Chair of the Board will immediately arrange to meet with the parents, staff, students, if applicable, and members of the community to inform them of the decision(s) and how the students will be accommodated. They will also outline clear timelines for when these changes will take place.
- g) Every reasonable effort shall be made to facilitate any changes with maximum consideration for students’ needs.

BOARD APPROVAL:

August 24, 1998
 August 25, 2003
 Reviewed August 2004
 Reviewed May 28, 2007

EFFECTIVE DATE:

August 25, 1998
 August 26, 2003
 August 2004
 May 29, 2007