

**SCHOOL BOUNDARY
REVIEW PROCESS****POLICY NO.:** I-29
DATE: June 18, 2002
AMENDED: May 20 2003**PURPOSE**

To provide direction in the establishment of School Boundaries for schools within the jurisdiction of the Halton Catholic District School Board.

APPLICATION AND SCOPE

This policy applies to the review process for the establishment of all boundaries for the schools under the jurisdiction of the Halton Catholic District School Board.

PRINCIPLES

The HALTON CATHOLIC DISTRICT SCHOOL BOARD:

- Recognizes its legislated right and responsibility for the establishment of school boundaries for all of its schools.
- Endorses and welcomes the input of members of the individual Catholic school community into the *School Boundary Review Process*.
- Recognizes and approves of the current *School Boundary Review Process* which meets the criteria for:
 - Optimizing the use of existing school facilities, while ensuring that pupils are accommodated to the extent possible, in permanent school facilities that are within their enrolment capacities;
 - Minimizing the use of portable classrooms whenever possible, excepting during the establishment phases of new communities and throughout the peak enrolment phases of schools;
 - To the extent possible, minimizing school boundary adjustments, thereby ensuring that said boundaries remain stable, over a minimal five-year period;
 - To the extent possible and in accordance with Board policy, optimize the cost-effective use of school transportation;
 - Ensuring that a cost-effective range of program delivery, responding to pupil needs, is achieved through the optimum distribution of school enrolment;
 - To the extent possible, give due consideration to the concept of a community of associated schools and where feasible, give consideration to a Catholic School Community in which school boundaries will substantially match Catholic Parish boundaries.

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- An annual update of enrolment and review of accommodations is to be conducted for every school.
- On the basis of the annual review, the Board is presented with a list, for approval, of those schools needing to undertake the appropriate boundary review process.
- School communities on the approved Board list are informed, employing the Board's Website, as well as through community-wide notifications in the local press. A letter from the Board will be released to the school Principal and Council Chair one week prior to any press notice.
- School communities on the approved Board list are provided with details, as well as a flow chart, with respect to the Board's process for boundary reviews.
- Chairs of school councils, whose schools are on the approved Board list, are requested to appoint representatives to join the School Boundary Review Committee. The number of representatives per school is to be made in consultation with the Board and local school council chairs. School community, Board staff and appropriate senior administration officials of the Board are members of the committee. Board staff and appropriate senior administration officials are non-voting members on the committee.
- A public consultation meeting is to be held, allowing for community participation.
- Trustees are invited to attend committee and community consultation session meetings as observers.
- School Councils and community representatives are full participants in the review and decision-making processes, while liaising with their respective school councils.
- Criteria for decision-making on boundary issues is as per this Board policy (see Principles).
- Prior to the Community Consultation Process, an interim report with recommendations is presented to the Board as information. It will contain all information to be presented at a Public Consultation Meeting.
- At the Public Consultation Meeting, an open house is held wherein all scenarios and interim recommendations are posted and discussed.
- The School Boundary Review Committee's preferred recommendations are presented during the public meeting, following the open house.

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REQUIREMENTS *(continued)*

- At the Public Consultation Meeting, the community is invited to provide input to the School Boundary Review Committee via written comments and other electronic means of communication, as appropriate.
- Following the Public Consultation Meeting, if the School Boundary Review Committee revises its interim recommendations, a public information meeting shall then be held.
- The final report is proposed by the School Boundary Review Committee to the Board. A minority report, if applicable, is to be included with the final recommendations.
- Through the schools, information is forwarded to members of the affected Catholic school community, advising of the School Boundary Review Committee's final recommendations with a date at which such recommendations will be presented to the Board and advising the community of its right to delegate to the Board.
- The report outlining the final recommendations must be presented to the Board at least two weeks previous to the meeting at which a decision is expected.
- The final recommendations are presented to the Board for approval.
- All approved delegations around a particular boundary issue will be heard exclusively at one meeting.
- The Board reserves the right to accept or reject any or all of the recommendations of the School Boundary Review Committee. The Board has the final decision-making authority on all boundary issues.
- Board staff informs the affected community of the final Board-approved recommendations.

DISTRIBUTION : Board Members, Administration, Principals, Vice Principals, Staff, School Council Chairs, Clergy

AUTHORIZED BY :
Chair of the Board