

School Accommodation Review – Consolidation/Closure	
Adopted: October 27, 1987	Last Reviewed/Revised: November 17, 2015
Next Scheduled Review: 2018-2019	
Associated Policies & Procedures: VI-35 School Accommodation Review – Consolidation/Closure I-15 School Name Selection I-37 Community Planning and Facility Partnership VI-78 Community Planning and Facility Partnership V-18 Community Engagement and Public Consultation Policy	

Purpose

The Halton Catholic District School Board (“the Board”) may consolidate/close schools in accordance with this Policy.

On March 26, 2015, the Minister of Education released a new *Pupil Accommodation Review Guideline, 2015* (the “PARG”). This Operating Policy and *Administrative Procedure VI-35: School Accommodation Review – Consolidation/Closure* are established by the Board in accordance with the PARG, as per Ministry requirement.

Application and Scope

The Board is responsible for deciding the most appropriate pupil accommodation arrangements for the delivery of its elementary and secondary programs. These decisions are made by the Board of Trustees to further its primary responsibility which aligns with the guiding principles of fostering student academic achievement and well-being, and ensuring effective stewardship of the resources of the Board, including the Board’s financial viability and sustainability. These guiding principles apply to any accommodation review conducted pursuant to this Policy, including those conducted under the modified accommodation review process.

In some cases, to address changing student populations, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations/closures. Wherever practical, pupil accommodation reviews will include a school or group of schools to facilitate the development of viable solutions for pupil accommodation that support the guiding principles.

A pupil accommodation review of a school or schools will occur in the context of the Board’s long-term capital and accommodation planning process in conjunction with *Board Policy I-37 Community Planning and Facility Partnership* if applicable, and after the necessary assessment of the options for the school(s) in accordance with that process.

This Policy outlines the process the Board undertakes to complete a pupil accommodation review process or a modified pupil accommodation review process.

This Policy applies to schools of the Board offering elementary and/or secondary programs. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that necessitate a review in the interim, as determined by the Board, such as a significant change in enrolment.

The Board welcomes the opportunity for the public and affected school communities to be heard with respect to pupil accommodation reviews. The Board will make information pertaining to the accommodation review process publicly available.

The Board of Trustees will make the final decision regarding any pupil accommodation review.

References

[Education Act, R.S.O. 1990, c. E-2 s. 8\(1\)25](#)

[Ministry of Education, Pupil Accommodation Review Guideline \(March 2015\)](#)

Requirements

This Policy must be read together with *Administrative Procedure VI-35 School Accommodation Review – Consolidation/Closure*. The Administrative Procedure, may be amended from time to time in accordance with this Policy.

1.0 Pupil Accommodation Review Process

The pupil accommodation review process consists of the following:

1. Preparation and submission of an Initial Staff Report and School Information Profile(s);
2. Approval by the Board of Trustees to undertake a pupil accommodation review process;
3. Establishment of the Accommodation Review Committee (including its Terms of Reference);
4. Consultation with Local Municipal Governments/Community Partners;
5. Accommodation Review Public Meetings;
6. Preparation and submission of an Interim Staff Report, including a Community Consultation section;
7. Public Delegations to the Board of Trustees;
8. Preparation and submission of a Final Staff Report;
9. Decision by the Board of Trustees; and,
10. Establishment of a Transition Committee.

An Accommodation Review Committee may include students and representatives from the broader community and staff resources as provided in the *Administrative Procedure VI-35 School Accommodation Review – Consolidation/Closure*.

2.0 Modified Pupil Accommodation Review Process

A modified pupil accommodation review process may be initiated by the Board of Trustees where two (2) or more of the following factors are present:

1. Distance to the nearest available accommodation is within **5 kilometers**;
2. Utilization rate of the facility is equal or below **50%**;
3. Number of students enrolled at the school is **126 or fewer**.
4. When the Board is planning the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
5. There are no more than **three (3) schools** subject to the pupil accommodation review process; or
6. The entire student population of a school that is subject to a pupil accommodation review process can be accommodated in another school without a boundary change.

The modified pupil accommodation review process consists of the following steps:

1. Preparation and submission of an Initial Staff Report and School Information Profile(s);
2. Approval by the Board of Trustees to undertake a modified pupil accommodation review process;
3. Consultation with Local Municipal Governments/Community Partners;
4. An Accommodation Review Public Meeting;
5. Preparation and submission of an Interim Staff Report, including a Community Consultation Section;
6. Public Delegations to the Board of Trustees;
7. Preparation and submission of a Final Staff Report;
8. Decision by the Board of Trustees; and,
9. Establishment of a Transition Committee.

3.0 Exemptions to Pupil Accommodation Review Processes

The Board is not obligated to undertake a pupil accommodation review in any of the following circumstances:

1. Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary, as identified by the Board, including in its relevant policies;
2. Where a replacement school is to be built by the Board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction, as identified by the Board, including in its relevant policies;
3. When a lease for the school is terminated;
4. When the Board is planning the relocation (in any school year or over a number of school years) of grades or programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on the enrolment at the time of the relocation, or the first phase of a relocation carried over a number of school years);
5. When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
6. Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is under construction or repair; or
7. Where there are no students enrolled at the school at any time throughout the school year.

4.0 Access to Pupil Accommodation Review Documents

This Policy and *Administrative Procedure VI-35 School Accommodation Review – Consolidation/Closure*, together with the Pupil Accommodation Review Guidelines and Administrative Review of Accommodation Review Process issued by the Minister of Education are available to the public on the Board's website and will be available upon request.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board