



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

PUPIL ACCOMMODATION REVIEW

Rationale

The Algonquin and Lakeshore Catholic District School 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 in the context of fulfilling the primary responsibilities of fostering student achievement and spiritual well-being, and ensuring effective stewardship of Board resources. In some cases, to address changing student populations, this requires the Board to consider undertaking pupil accommodation reviews that may lead to school consolidations and closures

Guiding Principles

- i. This Policy applies to schools of the Board offering elementary and/or secondary programs and must be read together with the Administrative Procedures and related Schedules for this Policy. The Administrative Procedures and related Schedules, may be amended from time to time in accordance with this Policy.
- ii. The application of this policy shall be consistent with the Ministry of Education's *Pupil Accommodation Review Guideline (PARG)*. In all cases the minimum timelines set out in the PARG will be followed by the Board.
- iii. The Board will develop a Long Term Capital Plan (LTCP) that addresses the future facility needs of students. The LTCP and planning process will provide the context for pupil accommodation review processes and decisions.
- iv. Wherever practical, pupil accommodation reviews should focus on a group of schools within a planning area of the Board rather than examine a single school. The goal of providing a suitable and equitable range of learning opportunities in a school or a group of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocations should take into account the needs of all the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure
- v. Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that necessitate an earlier review, as determined by the Board, such as a significant change in enrolment.
- vi. The Board welcomes the opportunity for the public and affected school communities to be heard during pupil accommodation reviews. The Board will share relevant information with those affected by the process.

- vii. The Board of Trustees will make the final decision regarding any pupil accommodation review.
- viii. This Policy outlines the process the Board will undertake to complete a pupil accommodation review process or a modified pupil accommodation review process.

Process

1. The pupil accommodation review process consists of the following:
 - Preparation and submission of an Initial Staff Report and School Information Profile(s);
 - Approval by the Board of Trustees to undertake a pupil accommodation review process;
 - Establishment of the Pupil Accommodation Review Committee (PARC) (including its Terms of Reference);
 - Consultation with Local Municipal Governments/Community Partners;
 - Pupil Accommodation Review Public Meetings;
 - Preparation and submission of a Final Staff Report, including a Community Consultation section;
 - Public Delegations to the Board of Trustees;
 - Preparation and submission of a Final Staff Report with Public Delegation Addendum;
 - Decision by the Board of Trustees; and,
 - Establishment of a Transition Committee.
2. A PARC may include representatives from the broader community, as provided in the Administrative Procedures.
3. 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:
 - Distance to the nearest available accommodation is within five (5) kilometers of one another;
 - Utilization rate of the facility is equal or below 50%;
 - Number of students enrolled at the school is 100 or fewer)
 - 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);
 - There are no more than three (3) schools subject to the pupil accommodation review process; or
 - 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.
4. The modified pupil accommodation review process consists of the following steps:
 - Preparation and submission of an Initial Staff Report and School Information Profile(s);
 - Approval by the Board of Trustees to undertake a modified pupil accommodation review process;

- Consultation with Local Municipal Governments/Community Partners;
 - A Pupil Accommodation Review Public Meeting;
 - Preparation and submission of a Final Staff Report, including a Community Consultation Section;
 - Public Delegations to the Board of Trustees;
 - Preparation and submission of a Final Staff Report with Public Delegation Addendum;
 - Decision by the Board of Trustees; and,
 - Establishment of a Transition Committee.
5. The Board may decide not to undertake a pupil accommodation review in any of the following circumstances:
- 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;
 - 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;
 - When a lease for the school is terminated;
 - 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);
 - 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;
 - 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
 - Where there are no students enrolled at the school at any time throughout the school year.

References

1. *MEMORANDUM 2015:B09: Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline – (Gabriel F. Sékaly ADM to Directors of Education)*
 - 1.1 *Ministry of Education Pupil Accommodation Review Guideline, March 2015*
 - 1.2 *Ministry of Education Community Planning and Partnerships Guideline, March 2015*
2. *ALCDSB POLICY A-2016-09-2 Pupil Accommodation Review*
 - 2.1 *ADMINISTRATIVE PROCEDURES: Pupil Accommodation Review*

Administrative Procedures
Schedule A – School Information Profile
Schedule B – Template Terms of Reference of the PARC
Schedule C – Pupil Accommodation Review Timeline
Schedule D – Modified Pupil Accommodation Review Timeline
Appendix 1 – Memorandum 2015: B09 Release of New Pupil Accommodation Review Guideline and
Community Planning and Partnership Guideline
Appendix 2 – Ministry of Education Pupil Accommodation Review Guideline, March 2015
Appendix 3 – Ministry of Education Community Planning and Partnership Guideline, March 2015

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Revised: February 8, 2011

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