



SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

165A D'YOUVILLE STREET, SUDBURY, ONTARIO P3C 5E7 tel. (705) 673-5620 fax (705) 673-6670
<http://www.scdsb.edu.on.ca>

BOARD REGULATION BR10

PUPIL/SCHOOL ACCOMMODATION REVIEW

1. REGULATION STATEMENT

- 1.1 The Sudbury Catholic District School Board is committed to providing a full range of educational opportunities equitably distributed across a broad and diverse geographical area. Due to ever changing factors such as mobile population, changes in funding, new legislation, changing educational objectives, community aspirations and physical limitations of buildings, the Board will monitor and evaluate all schools on a regular basis.
- 1.2 The Pupil/School Accommodation Review may result in such changes as: boundary adjustments, major additions, renovations and alterations to school buildings, blending or twinning arrangements for school organization, alternate use of school facilities, transfer of students and/or programs or school consolidations, and are not limited to any other practical resolutions to school facilities.
- 1.3 Any changes being required in pupil/school accommodation must enrich and enhance the students' educational experience.

2. PUPIL/SCHOOL ACCOMMODATION REVIEW PROCESS

- 2.1 The process of Pupil/School Accommodation Review shall consist of:

- an Annual Pupil/School Accommodation Report

and, depending on recommendations presented in the Annual Pupil/School Accommodation Report, may consist of:

- a School or Schools being placed "Under Review"
- a Public Consultation process,
- a Board Decision and Administrative Implementation

and upon request

- a Ministerial Review of the Accommodation Review Process.

3. ANNUAL PUPIL/SCHOOL ACCOMMODATION REPORT AND RECOMMENDATIONS

- 3.1 Each school year, the Director of Education shall submit a Pupil/School Accommodation Report at the first Board Meeting in February in accordance with Executive Limitations Policy EL110.

This report will:

- a) highlight any proposed changes to the existing 5 Year Capital Plan for Pupil/School Accommodation
- b) provide an update on current and forecasted student enrolment and demographic trends

and may include:

- c) Other information or special circumstances that the Director of Education may deem relevant.
- d) Recommendations to the board regarding which school(s) should be placed "Under Review"



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- e) Recommendations to the board regarding school(s) not placed "Under Review " (eg. school boundary changes).

4. SCHOOLS PLACED "UNDER REVIEW" PROCESS

- 4.1 When the board, approves a motion, that identifies a school or schools as being "Under Review", the following actions shall occur:
 - 4.1.1 The Director of Education shall forthwith inform parents, staff, the school council(s), and the school community(ies) of the schools identified under 4.1 of the intention to conduct an accommodation review of the school(s) and possible changes in accommodation status.
 - 4.1.2 The Director of Education shall specify clearly if school closure / consolidation is an option.
 - 4.1.3 The Board shall appoint a local Accommodation Review Committee (ARC), in accordance with the Pupil Accommodation Review Guidelines, attached as Appendix 1. which includes the provision of a board wide Generic School Valuation Framework
 - 4.1.4 The following individuals shall be invited to be members of the local ARC:
 - a) The chair(s) of the School Parent Involvement Committee(s) of the school(s) under review, or another member of the School Parent Involvement Committee chosen by the committee;
 - b) A school community member appointed by each of the School Parent Involvement Committee(s) of the school(s) under review;
 - c) A municipal representative from each of the local municipalities in which the school(s) under review are located;Where a person, or persons, above declines the invitation to be a member of the local ARC, the board may appoint a replacement.
 - 4.1.5 Additional members of the Accommodation Review Committee shall include:
 - a) The Chair of the Board or designate
 - b) The principal of each of the school(s) under review
 - c) A staff member of each of the school(s) under review
 - d) The Superintendent or a senior board official for the school(s) under review
 - 4.1.6 The Chair of the Board or designate shall chair the meetings.
 - 4.1.7 The minutes of all meetings of the local ARC shall be made publicly available on the board's website.
 - 4.1.8 The Director of Education shall provide the local ARC with any alternative accommodation plans developed by staff for the school(s) under review.
 - 4.1.9 The local ARC will customize, as appropriate, the board's generic School Valuation Framework, and apply the local ARC's customized framework to the school(s) under review, giving consideration to value to the students, community, school board, and the local economy.
 - 4.1.10 All information the local ARC deems relevant to the accommodation review shall be posted on the board's website, and made available in print on request.

5. COMMUNITY CONSULTATION AND PUBLIC MEETINGS & TIME LINES

- 5.1 In this policy use of the word "day" shall include all calendar days, but exclude School holidays such as summer vacation, Christmas break and Spring break.



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- 5.2 A minimum of sixty (60) days shall elapse between the date at which the Director of Education informs parents, staff, the School Parent Involvement Committee(s), and the community(ies) of the of the intention to conduct an accommodation review of the school(s) and possible changes in accommodation status and the local ARC's first public meeting. The date of this first meeting shall be established by the board.
 - 5.3 This consultation is to be based on the local ARC's customized valuation framework, and include input from a wide range of school and community groups. These groups may include the school(s) Parent Involvement Committee(s), parents, guardians, students, teachers, the local community, and other interested parties.
 - 5.4 A minimum of four public meetings are to be held as part of the consultation.
 - 5.5 At the discretion of the local ARC additional public meetings may be held where deemed by the local ARC to be necessary.
 - 5.6 Public meetings will be publicized in advance, and held in the school(s) under review, or in a nearby facility if physical accessibility cannot be provided at the school(s).
 - 5.7 Attendance at such public meetings must be recorded in order to track people who have taken part in the accommodation review process. Attendance must include the printed name, full address, home phone number, and signature of attendees.
 - 5.8 The last of the public meetings held by the local ARC will be for the purpose of presenting to the school community(ies) the school valuation report(s) and findings that the local ARC plans on submitting to the school board's administration. Following this meeting the ARC may further revise the report based on input received at this meeting prior to submitting it to the school board administration.
 - 5.9 The local ARC's report will include individual valuations for each of the schools placed under review, and a summary evaluation of all the schools placed under review.
 - 5.10 A minimum of ninety (90 days) shall elapse between the first and last public meeting of the local ARC. The date of the last public meeting shall be established by the board, in consultation with the local ARC.
 - 5.11 In the interests of achieving a timely conclusion for the community(ies) involved, a maximum of fourteen (14) days shall elapse between the last of the local ARC's public meetings and the submission of the local ARC's school valuation report to the school board administration.
 - 5.12 Should a local ARC fail to submit its school valuation report to the school board administration within the fourteen (14) day period, it must request an extension of this time line. The request for the extension must be addressed to the Chair and Director of the Board, and include detailed reasons why the local ARC requires an extension to the time line.
 - 5.13 The board may require the local ARC to appear before it to explain the reasons for the delay, to discuss the progress of the ARC, and to establish time lines for the ARC's work.
- 6. ARC SCHOOL VALUATION REPORT, STAFF RECOMMENDATIONS, BOARD DECISION(S) AND IMPLEMENTATION**
- 6.1 The ARC's report will address the valuation results for each school in the group of schools under review in the relevant planning area, the proposed changes, reactions to the proposed changes, and other relevant findings and data.
 - 6.2 The Director of Education will make this report accessible to trustees and the public, and will have the report reviewed and analysed by board staff.
 - 6.3 The Director of Education will present the ARC report to the board along with staff findings and



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recommendations to the trustees, prior to the decision of the board.

- 6.4 Based on staff findings the Director of Education shall recommend to the board:
- a) That a school or school(s) continue to operate in the present format; or
 - b) That a school or school(s) operate under a revised format; or
 - c) That a school or school(s) under review be closed.
- 6.5 Subsequent to the Board meeting the, staff findings and recommendations pertaining to the ARC report presented to the Board, will be circulated to the affected school community for its review and comment.
- 6.6 A minimum of sixty (60) days notice will be given to the public prior to the meeting where the trustees will vote on the recommendations. This will provide the public with an opportunity to make presentations at the meeting at which the Board will make its decision.
- 6.7 Following the required time period Board decisions shall be made at an open Special Meeting at a time and date to be determined at the call of the Chair.
- a) That a school or school(s) continue to operate in the present format; or
 - b) That a school or school(s) operate under a revised format; or
 - c) That a school or school(s) under review be closed.
- 6.8 Decisions made by the Board shall be communicated in writing to all parents of the affected students. The communication will outline in detail all changes, time lines, and accommodation for students.
- 6.9 Every reasonable effort shall be made to facilitate any changes with maximum consideration for students' needs.

7. MINISTERIAL REVIEW OF ACCOMMODATION REVIEW PROCESS

- 7.1 An individual or individuals may seek a review of the school board's accommodation review process from the Ministry of Education. In order to seek a review the individual or individual(s) must:
- 7.1.1 Submit a copy of the board's Pupil/School Accommodation Review policy highlighting how the accommodation review process was not compliant with the school board's policy.
 - 7.1.2 Demonstrate the support of a portion of the school community through the completion of a petition signed by a number of supporters equal to at least 30% of the affected school's student headcount (e.g., if the headcount is 150, then 45 signatures would be required). Parents/guardians of students and/or other individuals that participated in the accommodation review process are eligible to sign the petition.
 - 7.1.3 The petition must provide a space for individuals to print and sign their name; address (street name and postal code); and to indicate whether they are a parent/guardian of a student attending the school subject to the accommodation review, or an individual who has participated in the review process.
 - 7.1.4 The petition and the justification must be submitted to the school board and the Minister of Education within 30 days of the board's closure resolution.
- 7.2 When the board receives a petition, the board must:
- 7.2.1 Confirm to the Minister of Education that the names on the petition are parents/guardians of students enrolled at the affected school(s) and/or individuals who participated in the review process.
 - 7.2.2 Prepare a response to the individual or individuals' submission regarding the process and



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forward the board's response to the Minister of Education within thirty (30) days of receiving the petition.

- 7.2.3 The Director of Education shall post the Decision of Review completed by the Minister of Education on the board's website, and make it available to all affected and involved parties.

8. APPLICATION

- 8.1 This policy applies to schools offering elementary or secondary regular day-school programs.
- 8.2 This policy does not apply:
- 8.2.1 Where a replacement school is to be rebuilt by the board on the existing site or located within the existing school attendance boundary as identified through the board's existing policies; i.e., replacement of a rural school within its existing rural community;
 - 8.2.2 When a lease is terminated;
 - 8.2.3 When the board is considering the relocation of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the enrolment of the school;
 - 8.2.4 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; and
 - 8.2.5 Where a facility has been serving as a holding school community whose permanent school is under construction or repair.
- 8.3 In the circumstances in which this policy does not apply, the board shall provide appropriate notice of decisions affecting the accommodation situation of students in the particular school community affected.

9. EXTRAORDINARY CIRCUMSTANCES

- 9.1 In extraordinary circumstances, the Director of Education shall in a report to the Board provide an explanation of said extraordinary circumstances and seek board approval to place a school "Under Review" as per Bylaw 2001-01 with relational modified Time lines

10. (BR 10 B) PUPIL/SCHOOL ACCOMMODATION REVIEW PROCESS & TIME LINES

- 10.1 Board Regulation BR10 B outlines a flowchart intended to facilitate an understanding of the sequence of events as outlined in this Board Regulation. The written detail of this Regulation supercedes the flowchart in defining the pupil/school accommodation review process.

Monitoring:

Methods:

Frequency:

Approval Date: February 20, 2001

Effective Date: February 20, 2001

Last Review Date: May 1, 2007

Revised: May 1, 2007

Signature of Chairperson of the Board: _____

Signature of the Secretary of the Board: _____

Distribution: Trustees and Administration Staff