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PUPIL ACCOMMODATION REVIEW POLICY	9010

1. Rationale

Lakehead District School Board is committed to the success and well-being of every student. It is responsible for managing facilities in an effective manner that ensures the financial viability and sustainability of the school board. In order to respond to changing demographics and program needs, it is necessary to monitor and evaluate the viability of all schools on a regular basis and to review in detail schools whose viability may be in question.

2. Policy

It is the policy of Lakehead District School Board to study schools where opportunities exist to deliver learning to our students in a more effective and efficient manner.

3. Long-Term Capital and Accommodation Planning

The Board will establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s). This long-term planning is informed by relevant information obtained from local municipal governments, First Nations, and other community partners, and takes into consideration long-term enrolment projections and planning opportunities for the effective use of excess space in the school(s).

4. Initial Staff Report

4.1 Prior to establishing a pupil accommodation review, an initial staff report will be presented to the Board identifying a school or group of schools in which accommodation issues have been identified. The initial staff report will contain one or more options to address the accommodation issue(s). Each option must include a supporting rationale and timelines for implementation. If more than one option is presented, a recommended option will be identified.

4.2 A School Information Profile (SIP) will be completed by board staff for each of the schools under review and be presented to the Board with the initial staff report. SIPs will focus on the following considerations:

- value to the student; and
- value to the Board.

5. Establishment of the Pupil Accommodation Review and Accommodation Review Committee

5.1 After reviewing the initial staff report, the Board may choose to undertake a pupil accommodation review to address the accommodation issues in the school(s) under review.

5.2 The Board will direct the formation of an Accommodation Review Committee (ARC) for a group of schools or for a single school. The ARC will include membership from the

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school community and supporting board staff. A Trustee will be an ad hoc member who will monitor the process.

- 5.3 All stakeholders of the school(s) under review will be informed within five (5) business days of the Board's decision to form an ARC and will be invited to provide feedback on the recommended option(s) presented in the initial staff report. The decision will be posted on the Board's website.

6. Role of the Accommodation Review Committee (ARC)

The ARC acts as the official conduit for information shared between the Board and the school community. The ARC shall review, provide feedback, and may seek clarification on the initial staff report. The ARC may provide other accommodation options than those in the initial staff report, and must provide supporting rationale for any such option. ARC members are not required to vote or achieve consensus regarding the information provided to the Board.

7. Timelines

- 7.1 Beginning with the Board's decision to conduct a pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before the first of two public meetings is held.
- 7.2 Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a pupil accommodation review.
- 7.3 There must be no fewer than forty (40) business days between the first and final public meetings.
- 7.4 The final staff report must be posted on the Board website no fewer than ten (10) business days after the final public meeting.
- 7.5 From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.
- 7.6 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.
- 7.7 School holidays such as summer vacation, winter break and spring break must not be considered "business days".

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8. Modified Pupil Accommodation Review

- 8.1 The Board may choose to undertake a modified pupil accommodation review based on two or more of the following factors:
- distance to the nearest available accommodation is fewer than 15 km for elementary schools or 20 km for secondary schools;
 - the utilization rate of the facility is less than or equal to 65%;
 - number of students enrolled at the school is fewer than or equal to 100 students for elementary schools or 300 students for secondary schools;
 - when the Board is planning the relocation (in any school year or over a number of 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).
- 8.2 The initial staff report will contain a rationale for exempting the school(s) from the standard pupil accommodation review process. Even when the criteria for modified pupil accommodation review are met, the Board may choose to follow the standard pupil accommodation review process.

9. Timelines of Modified Pupil Accommodation Review

- 9.1 Beginning with the Board's decision to conduct a modified pupil accommodation review of a school or schools, there must be no fewer than thirty (30) business days before one single public meeting is held.
- 9.2 Stakeholders, including single- and upper-tier local municipalities, First Nations, and community partners that expressed an interest prior to the pupil accommodation review, must be notified within five (5) days of the Board's decision to conduct a modified pupil accommodation review.
- 9.3 The final staff report must be posted on the Board website no fewer than ten (10) business days after the single public meeting.
- 9.4 From the posting of the final staff report there must be no fewer than ten (10) business days before public delegations.
- 9.5 There must be no fewer than ten (10) business days between public delegations and the final decision of the Board.
- 9.6 School holidays such as summer vacation, winter break and spring break must not be considered "business days".

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10. Application of Pupil Accommodation Review Guidelines

The Board is not obligated to undertake a pupil accommodation review in 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;
- where a replacement school is to be built by the school 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 reconstruction;
- when a lease for a school is terminated;
- when a school board is planning the relocation (in any school year or over a number of school years) of grades and programs, in which the enrolment constitutes less than 50% of the school's enrolment (this calculation is based on enrolment at the time of relocation, or the first phase of a relocation carried over a number of school years);
- when a school board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students and staff 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;
- where there are no students enrolled at the school at any time throughout the school year.

11. Appeal Process

An individual or group may seek a review of the Board's accommodation process in accordance with the Ministry of Education's document entitled "Administrative Review of the Accommodation Review Process" posted on the Board website and available at the Jim McCuaig Education Centre.

12. Transition Planning

Following the decision to consolidate or close a school, a Transition Committee will be formed to address the transition for students and staff. The transition of students will be carried out in consultation with parents/guardians and staff.

13. Extenuating Circumstances

Notwithstanding the provisions of this policy and the accompanying procedures, where circumstances arise which, in the opinion of the Board, require action in the best interest of the overall management of the school system, the Board may, with the support of the majority of Trustees, alter the details of the Policy and Procedures.

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14. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
9015 Facility Partnership Policy	November 24, 1993	_____
	<u>Date Revised</u>	_____
	April 27, 2004	
	June 26, 2007	
	April 27, 2010	
	October 27, 2015	