



<b>NUMBER:</b>	A: 05
<b>EFFECTIVE:</b>	June 25, 2007
<b>AMENDED:</b>	Sept. 29, 2015 March 9, 2010
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	A:05 School Closure
<b>REVIEW DATE:</b>	2017-2018

## 1.0 OBJECTIVE:

- 1.1 To implement the updated Pupil Accommodation Review Guidelines released by the Ministry of Education on March 25, 2015, and to ensure that the planning and accommodation review process encourages public participation and open decision-making within the context of the teachings of the Catholic Faith.

## 2.0 GUIDING PRINCIPLES:

- 2.1 The Windsor-Essex Catholic District School Board is committed to achieving the greatest good for the greatest number of its students and their families. All planning decisions will be implemented in keeping with the Board's mission and will be mindful of the best and most prudent use of all of the resources available to the Board.
- 2.2 The pupil accommodation review process shall focus on student well-being; academic achievement; and school board financial viability/sustainability.
- 2.3 The Board is required to operate schools that are educationally advantageous and economically efficient. Various factors beyond the Board's control will impact on this commitment. These include declining, increasing and shifting populations, current funding and operational realities, changing educational objectives, and physical limitations.
- 2.4 To fulfill the Board's commitment to providing the highest quality educational programs and services, administration shall continuously monitor all factors and plan for pupil accommodations.
- 2.5 There may be occasion where the Board must consolidate school enrolments and accommodations by changing boundaries and adding or deleting pupil spaces in accordance with established Ministry procedures, regulations and guidelines. This may include constructing new schools or closing existing schools.

## 3.0 SPECIFIC DIRECTIVES:

- 3.1 The Director shall put in place administrative procedures that implement the Pupil Accommodation Review Guidelines and that fulfill the objectives of this policy.
- 3.2 The following are not actions to which this Policy applies:

## **POLICY A: 05 Pupil Accommodation Review**

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- a) Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing policies; (e.g., replacement of a rural school within its existing rural community).
- b) 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 the reconstruction.
- c) When a lease is terminated.
- d) When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school. 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 years.
- e) 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.
- f) Where a facility has been serving as a holding school for a school community whose permanent school is over capacity and/or under construction or repair.
- g) Where there are no students enrolled at the school at any time throughout the school year.

In these circumstances, the Board will consult with local school communities about proposed accommodation options for students in advance of any decision made by the Board.

- 3.3 The Board will engage in a long-term enrolment, staffing and capital planning process that will provide the context for accommodation review processes and decisions, and assist the Board in using its facilities and capital resources efficiently and effectively.
- 3.4 A copy of the Pupil Accommodation Review Guidelines and the Ministry document entitled "Administrative Review of the Accommodation Review Process" along with this Policy will be posted on the Board's website and will be made available at the head office of the Board.

### **4.0 RESPONSIBILITY:**

- 4.1 The Board is responsible for ensuring that all provisions of the Ministry's Pupil Accommodation Review Guidelines and the requirements contained within Board Policy and Procedure are followed when the Board conducts an Accommodation Review.
- 4.2 The Director is responsible for assisting the Board in the process of long-term

## **POLICY A: 05 Pupil Accommodation Review**

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accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for partnerships with other school boards, parishes, local municipalities, and other community partners that are financially sustainable, safe for students and protect the values and objectives of the Board.

- 4.3 An Accommodation Review Committee (ARC) formed at the direction of the Board must follow the requirements set out in the Ministry's Pupil Accommodation Review Guidelines and Board Policy/Procedure when carrying out its mandate.

### **5.0 REVIEW AND EVALUATION:**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff, and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2017-2018 policy review cycle.

### **6.0 REFERENCES:**

Pupil Accommodation Review Guidelines, Ministry of Education, March 26, 2015  
Administrative Review of the Accommodation Review Process, Ministry of Education, dated October 31, 2006

Administrative Procedure PR A:05 Pupil Accommodation Review  
Board Policy A: 22 School Boundary  
Board Policy B: 08 Community Planning and Partnership