

## PUPIL ACCOMMODATION REVIEW

S.09

## POLICY

The Hamilton-Wentworth Catholic District School Board is responsible for providing schools and facilities for its students and for operating and maintaining its schools as effectively and efficiently as possible to support student achievement.

In keeping with the Education Act s.8(1), paragraph 26 and the Ministry of Education's **new *Pupil Accommodation Review Guideline, 2015***, the Hamilton- Wentworth Catholic District School Board shall review its pupil accommodation requirements annually.

The annual review of the Board's pupil accommodation requirements shall examine the on-going viability and operation of any of its schools offering elementary or secondary regular day-school programs.

Wherever possible, the review of pupil accommodation requirements shall focus on a group of schools within the Board's planning area rather than review a single school. These schools shall be reviewed together because they are located close enough to the other schools within a planning area to facilitate the development of viable and practical solutions for student accommodation.

**REQUIREMENTS****1. Initiation of a School Accommodation Review**

**Prior to a pupil accommodation review and in conjunction with Board Policy *B.F.01: Community Planning & Facility Partnership*, the Board will undertake long-term capital and accommodation planning, which takes into consideration long-term enrolment projections, partnerships with the local municipality and community partners as well as planning opportunities for the effective use of excess space in all area schools.**

**The Board will proceed to establish a pupil accommodation review only after undertaking the necessary assessment of long-term capital and accommodation planning options for the school(s), as well as documenting efforts to obtain information from the local municipal government and other community partners that expressed an interest.**

**2. 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);**

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## REQUIREMENTS cont'd

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.**

**3. Modified Pupil Accommodation Review Process**

In certain circumstances, where the potential pupil accommodation options available are deemed by the Board to be less complex, the Board may find it appropriate to undertake a 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 60%;**
3. **number of students enrolled at the school is 150 or fewer for elementary schools and 750 for secondary schools;**
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 modifying the boundary.**

**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);**

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## REQUIREMENTS cont'd

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.**

**4. Exemptions to Pupil Accommodation Review Process**

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;**
8. **No school will normally be part of an accommodation review more than once in a five (5) year period, unless there are exceptional circumstances.**

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**5. Access to Pupil Accommodation Review Documents**

**The Board's Pupil Accommodation Review policy, the Ministry's Pupil Accommodation Review Guideline and the Administration review Procedures documents shall be available at the Board office and posted on the Board's website.**

**REGULATIONS**

- 1. *Education Act*, R.S.O. 1990, c. E-2 s. 8(1)25.**
- 2. Ministry of Education, Pupil Accommodation Review Guideline (March 2015).**

BM 19 May 81, 1 Sept 98, 7 Nov 00, 1 June 04, 10 Apr 07, 24 Jun 08, 2 Mar 10, 06 May 14,  
01 Mar 16

RELATED BY-LAW(S):

RELATED BOARD COMMITTEE: Committee of the Whole

POLICY REVIEW DATE: **Three (3) Year**