



# Policy No. I-09

<a href="#">School Accommodation Review – Consolidation/Closures</a>	
Adopted: October 27, 1987	Last Reviewed/Revised: November 17, 2015
2018-2019	
<a href="#">Associated Policies &amp; Procedures</a> <a href="#">VI-35 School Accommodation Review – Consolidation/Closures</a> <a href="#">I-15 School Name Selection</a> <a href="#">I-37 Community Planning and Facility Partnership</a> <a href="#">VI-78</a> <a href="#">V-18 Community Engagement and Public Consultation Policy</a>	

## Purpose

The Halton Catholic District School Board (“the Board”) may consolidate/close schools in

accordance with the *Ontario Education Act* and the *Ontario Education Regulation Act* (the *Regulations*) and the *Pupil Accommodation Review Guideline, 2015* (the *PARG*). This Operating Policy and Administrative Procedure VI-35 *School Accommodation Review – Consolidation/Closures* are established by the Board in accordance with the *PARG* and the Ministry requirements.

## Application and Scope

The 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 best interests of its students. It is the primary responsibility of the Board to ensure that its decisions are based on the best interests of its students, including their academic achievement and well-being, and to ensure that its decisions are based on the resources of the Board, including the Board's financial viability and sustainability. These guiding principles apply to all pupil accommodation decisions made pursuant to this Policy, including those conducted under the modified accommodation review process.

In some cases, to address changing student populations, the Board of Trustees must consider undertaking pupil accommodation reviews that may lead to school consolidations/closures.

When conducting a pupil accommodation review, the Board of Trustees must consider the following principles:

A pupil accommodation review of a school or schools shall be conducted in accordance with the *PARG*.

*Board Policy I-37*

*Community Planning and Facility Partnership*



This Policy outlines the process the Board undertakes to complete a pupil accommodation review process.

Wherever possible, schools will be subject to a pupil accommodation review only once in a five-year period, unless there are circumstances that necessitate a review in the interim as determined by the Board.

The Board will ensure that the results of the review are made publicly available to the community with a mandate to pupil accommodation review. The Board will make information pertaining to the accommodation review process publicly available.

## References

[Education Act R.S.O. 1990, c. E-2 s. 8\(1\)25](#)

[Ministry of Education, Ontario, Policy Review Guideline \(March 2015\)](#)

## Requirements

This Policy must be read together with *Administrative Procedure VI-35 Review – Consolidation/Closure* which will be implemented in accordance with this Policy.

### 1.0 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);
- 2.
3. Establishment of the Accommodation Review Committee;
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 Report;
7. Final Staff Report and Board Decision;
- 8.
- 9.
10. Establishment of a Transition Committee.

community and staff resources as provided in the *Administrative Procedure VI-35 Accommodation Review – Consolidation/Closure*.

### 2.0 Modified Pupil Accommodation Review Process

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1. Distance to the nearest available accommodation is within 5 kilometers;
2. Utilization rate of the facility is annual average 50%;
3. Number of students enrolled at the school is 50 or less;
4. When the final school expansion plan is adopted, no more than 100 students (or 10% 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)) of a program;
5. There are no more than three (3) schools subject to the pupil accommodation review process; or
6. The relocation of students from a school in this state to a school subject to a pupil accommodation review process is not a result of a school closure or consolidation.

The modified pupil accommodation review process consists of the following steps:

1. Identification of schools that may be subject to a modified pupil accommodation review process;
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 Consultation with 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.

### 3.0 Exceptions to Pupil Accommodation Review Processes

The Board is not subject to conduct a pupil accommodation review in any of the following circumstances:

1. When a student with a physical disability or a learning disability is enrolled in a school acquired within the existing school attendance boundary, as identified by the Board, and the student's disability is not covered by the Board's policies;
2. When a student with a physical disability or a learning disability is enrolled in a school 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 final school expansion plan is adopted, no more than 100 students (or 10% 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 receiving or reviewing the results of a school closure or consolidation;
6. Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or is subject to a pupil accommodation review process;
7. When the relocation of students from a school in this state to a school subject to a pupil accommodation review process is not a result of a school closure or consolidation.

### 4.0 Access to Pupil Accommodation Review Documents

