



Procedure No. VI-88

School Boundary Review Process	
Adopted: May 1, 2017	December 4, 2023
Next Scheduled Review: 2026	
Associated Policies & Procedures: I-29 II-51 VI-53 V-18	

Purpose

The purpose of this procedure is to outline the process for reviewing and/or altering school attendance boundaries.

Application and Scope

This procedure applies to the review process for the creation and/or alteration of school boundaries for schools under the jurisdiction of the HCDSB.

This procedure applies to schools of the HCDSB. When possible, schools should only be subject to School Boundary Review process that has the effect of re-directing student enrolment only once in a five-year period. HCDSB.

School Boundary Review Committee (SBRC): The School Boundary Review Committee is an

between the Board

Long-Term Capital Plan: an information report prepared by HCDSB staff that provides the community with a capital update on all recommendations in the HCDSB's jurisdiction. This report summarizes the HCDSB's Long-Term Capital Plan (LTCP) and includes a plan for capital projects and a list of capital projects to be implemented in the next five years.

Long-Term Capital Plan:

~~Review, new Capital Projects or School Consolidation and Closure projects.~~

SBRC Working Meeting: a meeting of the SBRC members to discuss a School Boundary Review including the gathering of feedback from the affected school communities of a School Boundary Review ~~person, or in a hybrid format.~~

~~Development~~ a geographic area that is anticipated to receive a significant number of new

Functional Building Capacity (FBC): the capacity of the school as determined by HCDSB ~~staff~~ loading all spaces within the facility that are actually used by the school for instructional purposes, to

accommodate the number of students that can be accommodated within the facility at one time.

Holding Area: a development area that has begun generating student enrolment, and is awaiting the construction of a Home School. These areas are directed to a Holding School in the interim.

Holding School: the school holding students within a designated Holding Area temporarily until such time as the Home School in the community is constructed and ready to accommodate the students.

~~Home School~~ the ultimate school identified to house the student enrolment generated from Development Areas and Holding Areas.

On-the-Ground Capacity (OTG): the capacity of the school as determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class

Public Delegations: an individual or group of stakeholders making a presentation to the Board of Trustees (the Board) ~~at a Regular Meeting of the Board in accordance with~~ HCDSB policies.

School Boundary Review Initiation ~~Staff Action Report~~ a report prepared by HCDSB

School Community: a delineated geographical area for a specific school or a group of schools

Study Area: the smallest delineated geographical area based on student/population density, man-made barriers (e.g., roads) and/or natural physical barriers that may create distinct communities, which are used to analyze school boundaries to review boundary changes.

Principles

This procedure will uphold the principles identified in *Policy I-200-2013-2014: Student Services*.

Provisions

1. Long-Term Capital Plan

- 1.1 As part of the annual update of the Long-Term Capital Plan, the Superintendent, in consultation with Facility Management Services, prepare this report annually.
- 1.2 School communities are informed about the annual Long-Term Capital Plan update through the Strategic Communications Department.

2. Identification of Development Areas, Holding Areas, and Holding Schools

- 2.1 As part of the Long-Term Capital Plan, HCDSB staff will identify Development Areas

item as well as the discretion to appoint a second family or school subcommittee co-chair.

3.3.3 HCDSB staff will participate as members of the committee as required.

4. ~~Criteria Board School Boundary Review Processes~~

~~The following processes are included in the Board School Boundary Review Processes and include the Minor School Boundary Review Process; the New Development/Holding Area Review Process.~~

4.1 ~~Minor School Boundary Review Process~~

4.1.1 The *Minor School Boundary Review Process* can be undertaken at the discretion of the HCDSB ~~in those cases where a proposal is being considered for a minor process. The minor process should be pursued in instances where there is a limited number of schools and/or communities affected by the proposal.~~ communities.

4.1.2 The following criteria must be met for a Minor School Boundary Review Process:

4.1.2.1 Number of Schools involved is lesser or equal to 3.

4.1.2.2 ~~Number of Students predicted to be affected by the proposal is lesser or equal to 100~~

4.1.2.3

4.1.2.4 Number of Schools to be relocated is lesser or equal to 2

4.1.2.5 Need for a School Boundary Review is a result of opening a new school

4.1.2.6 Holding Area was previously identified to the community and is now being directed to its designated existing school.

4.1.3 ~~The minimum process milestones for a Minor School Boundary Review Process are:~~

4.1.3.1 School Boundary Review Initiation Staff/Action Report

4.1.3.2 ~~Board Approval~~ Notification of Process to affected school communities

4.1.3.3 ~~Establish~~ School Boundary Review Committee (SBRC)

4.1.3.4 ~~SBRC~~ Working Meeting #1

4.1.3.5 ~~Community Consultation~~

4.1.3.6 ~~SBRC~~ Working Meeting #2

4.1.3.7 ~~Final Staff Report~~

4.1.3.8 Public Delegations

4.1.3.9 Final Action Report

4.1.3.10 Notification to affected community

4.1.3.11 Implementation of approved school boundaries

4.2 Development Area

4.2.1 The New Development/Holding Area Administrative School Boundary Review Process can be undertaken at the discretion of the Board if the boundary change meets the criteria set out below. This process should be pursued in instances where new development areas are being redirected to their home school or where there is minimal to no student impact.

4.2.2

- 4.3.2.1 ~~Catholic Diocese of San Bernardino~~ Staff/Action Report
- 4.3.2.2 ~~Board Approval + Notification of Process to affected school~~ communities
- 4.3.2.3 ~~Establish School Boundary Review Committee (SBRC)~~
 - ~~SBRC Working Meeting #1~~
- 4.3.2.5



- 6.1.2 When school boundaries are established for new programs that are newly introduced to HCDSB.
- 6.1.3 When the Director of Education determines that school boundaries shall be established for existing optional programs and where there is no impact on existing students in the program.
- 6.1.4 When the school and/or program must be temporarily relocated due to repairs or renovations of the existing school facility.

When secondary school boundaries are altered to assign a new elementary school to a secondary school Family of Schools, HCDSB staff will be informed of the enrolment and capacity when assigning elementary schools to a Family of Schools. Redirection of an individual student to a different secondary school is not permitted in Section 4.1 to 4.2.

APPROVED BY _____

AUTHORIZED BY _____