



**CATHOLIC DISTRICT**  
SCHOOL BOARD OF  
**EASTERN ONTARIO**  
[www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)

## BOARD POLICY

**SECTION C**

**C8**

### **Business Pupil Accommodation Review**

#### **1.0 POLICY STATEMENT:**

The Catholic District School Board is committed to providing the best educational opportunities to enhance the learning environment for elementary and secondary students. Changes beyond the control of the Catholic District School Board of Eastern Ontario, such as demographics, declining student enrolment, immigration and migration patterns, a changing financial climate, government policies and initiatives, curriculum, program demands and other factors may result in the need to consolidate, close or relocate one or more schools. The Board must respond to changes related to these factors while ensuring continued student achievement, well-being, and the financial viability/sustainability of the school board.

School boards have the authority to make decisions regarding pupil accommodation as set out in section 171(1), paragraph 7 of the Education Act.

171(1) A board may....

- (7) determine the number and kinds of schools to be established and maintained and the attendance area for each school,  
  
and close schools in accordance with policies established by the board from guidelines issued by the Minister.

It is the policy of the CDSBEO to review schools where there are opportunities to deliver learning to students in a more effective, efficient, and economical manner. Decisions to be considered by the Board, regarding the future of a school, shall be made with the full involvement of the informed local community and shall be based on a broad range of criteria regarding the quality of learning for students.

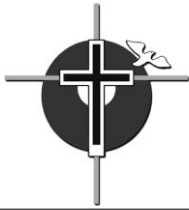
#### **2.0 GUIDING PRINCIPLES**

Prior to an accommodation review CDSBEO is committed to:

1. Reviewing attendance boundaries and programs to balance enrolment between over and underutilized schools;
2. Pursue community facility partners who meet CDSBEO's partnership criteria requirements; and
3. Pursue creative initiatives to generate operating dollars or reduce operating costs.

The key criteria of accommodation reviews include, but are not limited to:

1. Student achievement
2. School board financial viability/sustainability
3. Student well-being



## 3.0 GUIDELINES

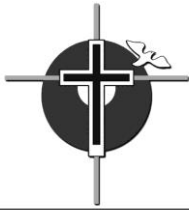
- 3.1 Administration may recommend to the Board that pupil accommodation reviews be completed, on schools or a geographic area of schools, where there is potential for consolidation.
- 3.2 Administration shall present an Initial Staff Report, with administrative recommendations, to Trustees when appropriate or relevant conditions are met, as outlined in the Pupil Accommodation Administrative Procedure. The reports will present alternative accommodation plans for the students of the school(s) and will address where students would be accommodated, changes to existing facilities that may be required, programs that would be available to students and transportation.
- 3.3 Based on the Initial Staff Report and administrative recommendations trustees may approve a resolution that begins the public Accommodation Review process on school(s) that have been identified for potential closure. The actual closure of the school(s) would be implemented no later than June 30 of the school year specified in the resolution.
- 3.4 The public Accommodation Review process, of a particular school or schools, shall involve an Accommodation Review Committee (ARC) appointed by the Board. The ARC shall act as an official conduit for information shared between the Board and the school communities. Board staff assigned to the ARC are required to compile feedback from the ARC as well as the broader community, which will be presented to the Board of Trustees. The ARC members do not need to obtain consensus regarding the information provided to the Board of Trustees. The ARC will complete its work within the time lines noted in the Pupil Accommodation Review Policy and Administrative Procedure.

Where specified conditions and factors are met, as outlined in the Pupil Accommodation Review Administrative Procedure, Trustees may approve a resolution for a modified accommodation review process, which would not require the establishment of an Accommodation Review Committee (ARC).

- 3.5 Where the Board has approved a resolution to close or consolidate a site:
  - A Transition Committee shall be formed, as outlined in the Administrative Procedure, to address the transition of staff and students;
  - A plan for asset management shall be developed, including inventorying, asset relocation, building security and alternative use or disposal of the facility (ies). Any disposal or alternate use will be consistent with Ministry of Education regulations.

## 4.0 APPLICATION OF PUPIL ACCOMMODATION REVIEW POLICY

- 4.1 The Pupil Accommodation Review Policy and the related Administrative Procedure applies to schools offering elementary and secondary regular day school programs. In certain circumstances, where the potential pupil accommodation options available are



deemed by the school board to be less complex, school boards may undertake a modified pupil accommodation process.

In addition, there are specific circumstance where school boards are not obligated (i.e. exempt) to undertake an accommodation review in accordance with this Policy. In these circumstances the Board shall inform school communities about proposed accommodation plans for students before a decision is made by the Board of Trustees:

- Two schools share the same attendance boundary and different grade ranges and both schools can be accommodated in one of the existing schools with or without an addition, (i.e. JK to grade 3 school and a grade 4 to 8 school);
- A replacement school is to be rebuilt by the Board on an existing site, or rebuilt or acquired within the existing school attendance boundary as identified in the Board's existing policies, i.e. replacement of a rural school within its existing rural community;
- 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;
- A lease is terminated;
- 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);
- 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;
- A facility has been serving as a holding school for the community whose permanent school is over capacity and/or is under construction or repair;
- There are no students enrolled at the school, at any time, throughout the year.

## 5.0 TERMS AND DEFINITIONS

### 5.1 School Consolidation

A school consolidation is the amalgamation of two or more school populations. In most cases, a school consolidation will result in the closure of one or more schools.

*Date of Board Approval: October 20, 2015*

*Board Motion No. 15-10-324*

*Date of Revision (Amendments): February 2016*

<b>ADMINISTRATIVE PROCEDURES:</b> No. C8:1 Pupil Accommodation Review	<b>REFERENCE:</b>
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