



POLICY: Pupil Accommodation Review

Category (Facilities)

Effective Date: April 28, 1980.

Last Revision Date: (28-Jun-10)

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POLICY: Pupil Accommodation Review

I. Purpose of Policy

To set out the process the Board will follow in the closure or consolidation of one or more of its schools and to comply with the Ministry of Education guidelines.

II. Policy Statement

1. Guiding Principles:

- a) The Board is committed to support student achievement through providing quality education for all students under its jurisdiction and by optimizing the use of facilities and resources.
- b) In the school closure or school consolidation process the school's value to the student takes priority over other considerations about the school including the value to the school board, the value to the community and the value to the local economy.

2. Initial Board Decision:

- a) The Board may initiate a School Accommodation Review where school reorganization and consolidation may be considered to be educationally and/or operationally advisable.
- b) Wherever possible, accommodation reviews should focus on a group of schools within a school board's planning area rather than examine a single school. These schools would 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.

3. Accommodation Review Committee (ARC) Process Required:

- a) If the Board is considering the closure or consolidation of a school or schools which offer elementary or secondary regular day-school programs, the Accommodation Review Committee (ARC) process is required and shall comply with the Ministry of Education guidelines.
- b) The (Jun-09) Ministry of Education document, Pupil Accommodation Review Guideline, as amended from time to time, is posted on the Board web page after this Policy and is available at the Board offices.

4. Accommodation Review Committee (ARC) Process Not Required:

In the following circumstances the Board is not obligated to undertake the Accommodation Review Committee process. In these circumstances, the Board is expected to consult with local communities about proposed accommodation options for students in advance of any decision by the Board.

- i) 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;
- ii) When a lease is terminated;
- iii) 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 school years;



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- iv) 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; and
- v) 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.

5. ARC Report & Final Board Decision:

- a) The ARC will produce an Accommodation Report that will make accommodation recommendations consistent with the objectives and reference criteria outlined in the Terms of Reference;
- b) The ARC will deliver its Report to the Director of Education who will post on the Board web site the ARC Report, other information related to the Report and meetings of the Board at which the Report shall be considered.
- c) The ARC will present its Accommodation Report to the Board of Trustees.
- d) Board administration will examine the ARC Accommodation Report and present the administration analysis and recommendations to the Board of Trustees.
- e) The Board of Trustees will make the final decision regarding the future of the school(s). If the Board of Trustees votes to close a school or schools, the Board must outline clear timelines around when the school(s) will close.
- f) There must be no less than 60 calendar days, excluding summer vacation, Christmas break, Spring break and adjacent weekends, between the submission ARC Report to the Board and the Board meeting at which the Trustees make the final decision.

6. Review of the School Accommodation Review Process:

- a) A review of the Board's school accommodation review process may be sought in accordance with the guidelines set out in the (Jun-09) Ministry of Education document, Administrative Review of Accommodation Review Process, as amended from time to time.
- b) The above document is posted on the Board web page after this Policy and is available at the Board offices.

7. Procedure(s):

Board administrative staff will develop any necessary procedure(s) to implement this Policy and to comply with the Ministry of Education guidelines. Procedures shall be approved by the relevant Supervisory Officer and posted on the Board web page.

III. Related Information

Procedures / Appendices for this Policy

Procedure: Accommodation Review Committee (ARC) Process

Appendix A: Factors for School Information Profile

Ministry of Education

Ministry of Education. (Jun—09). Pupil Accommodation Review Guideline.

Ministry of Education. (Jun—09). Administrative Review of Accommodation Review Process