

POLICY & PROCEDURES MANUAL		P.3.09
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POLICY STATEMENT

P.3.09

PUPIL ACCOMMODATION REVIEW

RAINBOW DISTRICT SCHOOL BOARD PROVIDES SCHOOLS AND FACILITIES FOR STUDENTS AND OPERATES AND MAINTAINS SCHOOLS EFFECTIVELY AND EFFICIENTLY TO SUPPORT SUCCESSFUL STUDENT ACHIEVEMENT.

OPERATIONAL PROCEDURES

OP.3.09

PUPIL ACCOMMODATION REVIEW PROCEDURES

The Administrative Council shall annually present a five-year capital/accommodation plan that indicate overall system plans to meet program needs.

As part of the planning process, co-terminous school boards and appropriate public organizations will be consulted to seek sustainable partnerships.

Wherever possible, accommodation reviews will focus on a group of schools within the Board’s planning area.

Wherever possible, schools will only be subject to an accommodation review once in a five-year period.

1. **Composition of Accommodation Review Committee (ARC)**

The Board shall appoint an Accommodation Review Committee (ARC) comprised of the following members:

- Parents: two parent School Council members per school
- School Staff: one principal per school, one teacher per school
- Board Officials: one superintendent
- Business Leader: one business leader
- Municipal Representative: one municipal employee or leader
- Secondary School Student Representative
- First Nation Representative

Other board staff/officials may be called upon to provide information to the ARC. Trustees do not serve on ARC. Trustees consider recommendations and make the final decision.

2. ARC Mandate

The ARC assumes an advisory role and will provide to the Administrative Council recommendations which maximize student learning within the resources available to the Board in keeping with two guiding principles:

1. All students will continue to have access to the best programming possible in quality school facilities.
2. Surplus space will be reduced.

The Board Administration will provide the ARC with Terms of Reference.

3. School Information Profile

A School Information Profile will be completed by Board administration for each of the schools under review.

The School Information Profile will be provided to the ARC for discussion, consultation and, modification based on any new information and finalized.

The School Information Profile will help participants in the Accommodation Review Process to understand the school.

The School Information Profile will include data for each of the following four considerations:

Value to the Student

- The learning environment at the school;
- Student outcomes at the school;
- Course and program offerings;
- Co-instructional activities and extent of student participation;
- The ability of the school's physical space to support student learning;
- The ability of the school's grounds to support healthy physical activity and co-instructional activities;
- Accessibility of the school for students with disabilities;
- Safety of the school;
- Proximity of the school to students/length of bus ride to school.

Value to the School Board

- Student outcomes at the school;
- Course and program offerings;
- Availability of specialized teaching spaces;
- Condition and location of school;
- Value of the school if it is the only school within the community;
- Fiscal and operational factors.

Value to the Community

- Facility for community use;
- Program offerings at the school that serve both students and community members (e.g., adult English as a Second Language);
- School grounds as green space and/or available for recreational use;
- School as a partner in other government initiatives in the community;
- Value of the school if it is the only school within the community.

Value to the Local Economy

- School as a local employer;
- Availability of cooperative education;
- Availability of training opportunities or partnerships with business;
- Attracts or retains families in the community;
- Value of the school if it is the only school within the community.

Value to all students will take priority over all other considerations.

4. Public Information and Access

School boards and ARC's will ensure that all information relevant to the accommodation review, as defined by the ARC, is made public by posting it in a prominent location on the school board's website and will make it available in print upon request.

5. Community Consultation and Public meetings

ARC's will hold a minimum of four public meetings to consult about the School Information Profile, the accommodation options, and to develop the ARC Accommodation Report for the Administrative Council.

The ARC will ensure that a wide range of school and community groups is invited to participate in the consultation.

Notice of public meetings of the ARC will be widely distributed through various forms of public communication and held at the school(s) under review, if possible, or in a nearby facility if physical accessibility cannot be provided at the school. All relevant information developed to support the discussions at the consultation will be made available in advance whenever possible.

Minutes of the public meetings as well as responses to unanswered questions from the public meetings will be stored at the Board office and posted on the Board website.

At the public meetings, the accommodation review process, data, School Information Profile(s) and options will be shared. The ARC will consider community feedback on the options considered for accommodating students in a school or group of schools.

6. Accommodation Options

Board Administration must present to the ARC at least one alternative option to the existing accommodation that addresses where students could be accommodated; what changes to the existing facilities may be required; what programs would be available to students; and the effect on transportation.

If the option(s) require(s) new capital investment, Board Administration will advise on the availability of funding, and where no funding exists, will propose how students would be accommodated if funding does not become available.

The ARC may create alternatives to the Board Administration accommodation option(s), consistent with the objectives in the Terms of Reference.

Board administration will provide necessary data to enable the ARC to establish and examine options.

As the ARC considers the accommodation options, the needs of all students in schools of the ARC will be considered objectively and fairly, based on the School Information Profile, overriding principles and the Terms of Reference.

7. Reporting

The ARC will produce an Accommodation Report which includes preferred option(s) and any other recommendations, to the Administrative Council through the Director of Education. The Director will ensure the Accommodation Report is posted on the Board's website. The School Information Profile(s) will also be posted on the Board website.

The Board Administration will examine the ARC Accommodation Report and establish its recommendations.

The ARC will present its analysis and recommendations to the Board of Trustees.

The Board Administration will present the administration analysis and recommendations to the Board of Trustees.

The Board of Trustees will make the final decision regarding the future of the school(s).

8. Timelines for an Accommodation Review Process

After the intention to conduct an accommodation review of a school(s) is announced, there will be no less than 30 calendar days notice prior to the first of a minimum of four public meetings.

Beginning with the first public meeting, the public consultation period will be no less than 90 calendar days.

There will be no less than 60 calendar days from the release of the Final School Information Profile to the public meeting where the trustees will vote on the recommendations of the Administrative Council. Board resolutions to close a school must include a clear timeline.

School holidays such as summer vacation, Christmas break and Spring break including adjacent weekends will not be considered part of the 30, 60 or 90 calendar day periods.

9. Appeal

The Board's decision can be appealed on the grounds of process.

The Ministry of Education's Administrative Review of Accommodation Review Process will be posted on the Board's website.

10. Exceptions to An Accommodation Review

The following outlines circumstances where the Board is not obligated to undertake an accommodation review however the Board will make every effort to consult with local communities about proposed changes in advance of a decision.

- 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.
- When a lease is terminated.
- When the board is considering the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment in the grade or grades, or program, 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.
- 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.
- Where a facility has been serving as a holding school for a school community whose permanent school is over-capacity and/or under construction or repair.