



REGULATIONS

Subject: Pupil Accommodation/School Closure

1. Each October, the Director of Education will present a Pupil Accommodation Report to the Board.
2. The Pupil Accommodation Report should include such items as:
 - (a) the current and projected enrolments in each school;
 - (b) the relationship of current and projected enrolments to school capacities;
 - (c) the number of out-of-area students in attendance at each school;
 - (d) the location of and enrolment in special programs which attract students from other parts of the system;
 - (e) the status of the physical plants and the identification of current and future use including capital projects and potential partnerships;
 - (f) the number and location of portable or temporary classrooms;
 - (g) the economic viability of each school in accordance with the funding formulae;
 - (h) other information that the Director of Education may deem to be relevant.
3. The October report will identify, if necessary, the Board's intention to conduct an accommodation review of a school or schools.
4. At the Board Meeting following the announcement of the Board's intention to conduct an accommodation review of a school or schools, the Board will appoint an Accommodation Review Committee (ARC).
5. The Accommodation Review Committee (ARC) will function according to the Terms of Reference outlined in this Regulation.
6. After the Board announces its intention to conduct an accommodation review of a school or schools, there must be no less than thirty days notice prior to the first of four (minimum) public meetings. Beginning with the first public meeting the consultation period must be no fewer than ninety days. School holidays are not considered part of the thirty or ninety day time periods.
7. Administration will provide the ARC with School Information Profiles for the school(s) involved in the ARC.
8. After the public submission of the Accommodation Review Committee's Accommodation Report there must be no less than sixty days notice prior to the Board Meeting where the Trustees will vote on the recommendations.
9. Administration shall review and analyze the Accommodation Review Committee's Accommodation Report and present the findings and recommendations along with Administration's proposal and recommendations to the Trustees.

10. If the Board passes a motion to close a school, the Board will outline clear timelines around when the school(s) will be closed and provide opportunity for public input on boundary revisions. The naming of a new school or consolidated school will be done in accordance with the Board's policy and regulations on *Naming and Renaming of Board Facilities*."
11. The approved changes will be implemented by the Director of Education, in accordance with Ministry Regulations/Guidelines and the Board Administrative Procedures, prior to the commencement of the next school year or at a time approved by the Board.
12. The following outlines circumstances where school boards are not obligated to undertake an accommodation review in accordance with the Ministry of Education's Pupil Accommodation Review Guidelines. The Board shall provide appropriate notice of decisions that would affect the accommodation of student.
 - Where a replacement school is to be rebuilt by the Board on the existing site or located 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 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.
 - 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 under construction or repair.

Accommodation Review Committee Terms of Reference**Mandate:**

The Accommodation Review Committee (ARC) analyzes School Information Profiles, considers alternatives and makes recommendations that meet the educational and accommodation objectives of the Lambton Kent District School Board. Throughout the process the ARC consults with community members and provides opportunity for input into the analysis.

Process:

1. The Accommodation Review Committee (ARC) membership includes the following from each school a parent, a school administrator, a community representative and a municipal partner representative as well as First Nations representative if appropriate, and the Board's Planning and Reporting Officer. The Director or designate facilitates and chairs ARC meetings. Trustees would be encouraged to attend as observers.
2. The ARC attempts to come to consensus on recommendations. The voting process is used when consensus is not possible. The parent(s), community representative(s), municipal partner representative(s) and the First Nations representative(s) will have voting rights. The Director, Superintendents, Planning and Reporting Officer and the school administrator will be non-voting members.
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3. After the Board announces its intention to conduct an accommodation review of a school or schools, there must be no less than thirty days notice prior to the first of four (minimum) public meetings. Beginning with the first public meeting the consultation period must be no fewer than ninety days. School holidays are not considered part of the thirty or ninety day time periods.
4. The ARC assumes an advisory role by providing an Accommodation Report including recommendations to the Board. Administration reviews the Report and makes recommendations to the Board of Trustees which makes a final decision about the future of a school or family of schools.
5. Administrative staff completes a School Profile for each school under review and provides it to the ARC for review. The ARC discusses and consults about the School Information Profile(s) prepared by the Board's administration for the school(s) under review and modifies the Profile(s) where appropriate. The final School Profile(s) and the Reference Criteria provide the foundation for discussion and analysis of accommodation options.
6. The ARC ensures that a wide range of school and community groups is invited to participate in the consultation.
7. A minimum of four publicized public meetings are held, with each agenda including an opportunity for questions and input from the public.
8. A secretary is provided to keep minutes of the meetings that reflect the full range of opinions expressed. Minutes are available to the public. All information relevant to the accommodation review, as defined by the ARC, is made public by posting on the Board's website or making it available upon request.

9. The ARC prepares an Accommodation Report summarizing its recommendations. It is shared with trustees and the public at a Board Meeting with further opportunity provided for community input.

School Information Profile

The ARC and the public will be informed about all schools under review based on their value to the students, the school board, the community and the local economy to ensure that the ARC is positioned to make accommodation recommendations to the board based on a full understanding of the schools and their relationship to their local communities.

Reference Criteria

The following information will be made available:

Programs offered (Regular, French Immersion, Special Education, Native Second Language)

Age and condition of facility

School size (facility, green space, gymnasium)

Ministry rated enrolment capacity

Enrolment (current, past and future projections)

Grade configuration

Staffing

Transportation (%of students bussed, out of boundary students, time and distance for bussed students)

Community partnerships

First Nations partnerships

Demographics for area

Pupil Accommodation Review Time Line Guidelines

October Director's Pupil Accommodations Report presented to the Board

 Identification of Board's intent to conduct pupil accommodation review of school(s)
 if necessary

-----STATUS QUO ---- END OF PROCESS -----

October Appointment of Accommodation Review Committee (ARC)

November (end) First Public Meeting hosted by ARC
March (end) Suggested timeframe for the completion of the four public meetings hosted
 By ARC

April or ARC Accommodation Report to be presented at a public Board meeting.
May

Next Meeting Administration's Response to ARC Accommodation Report and Administration's
 proposal and recommendations presented to the Trustees at a Board Meeting.

May Delegations to Board regarding the recommendations presented to Trustees
 in the Accommodation Report.

June Administration's final recommendations presented to Trustees. Board decision
 made.

Implementation Date: May 13, 1998 (original)
Revised: October 8, 2002, March 27, 2007, September 15, 2009, March 27, 2012

Reference: Board Pupil Accommodation/School Closure Policy
 Board Naming and Renaming of Board Facilities Policy & Regulations
 Ministry of Education Pupil Accommodation Review Guidelines