



## Transition Process for School Accommodation

### **1.0 Background**

- 1.1 This process is designed to facilitate discussion among school staff, board staff and community members around the transition of students and staff as a result of an accommodation review decision.
- 1.2 This framework is intended as a guide and based on the needs of the schools and communities involved it may be modified.
- 1.3 The ultimate goal of the transition process is the successful integration of students, staff, parents/guardians and community members into a new school setting or configuration.

### **2.0 Outcomes of This Process**

- 2.1 Students will:
  - a. Feel welcome and be welcoming in the new setting;
  - b. Feel safe and comfortable;
  - c. Develop a sense of belonging and ownership;
  - d. Get involved in all aspects of school life – curricular and extra curricular;
  - e. Continue to reach high levels of academic achievement.
- 2.2 Parents/Guardians will:
  - a. Feel welcome and be welcoming in the new setting;
  - b. Have a sense of belonging to the school community, a sense of ownership;
  - c. Feel that they have been treated fairly;
  - d. Understand the roles played by various groups such as trustees, board administration, school staff, students, parents and community members;
  - e. Understand the policies, procedures and timing that govern certain decisions i.e., transportation, staffing, facilities, etc.
- 2.3 Staff will:
  - a. Feel welcome and be welcoming in the new setting;
  - b. Have a sense of belonging to the school community, a sense of ownership;
  - c. Feel that they have been treated fairly with respect to placement;
  - d. Understand the policies, procedures and timing that govern certain decisions i.e., transportation, staffing, facilities, etc.

### **3.0 Committee Structure**

- 3.1 The principals of the school transition teams shall co-chair the Transition Committee.
- 3.2 In September of the year prior to the date of the actual transition of students, the school principals will identify members of the school's transition team. Membership of this team must include:
  - Director of Education
  - Area Superintendent of Education
  - School Principals
  - School Council Chairs
  - First Nation Representatives
  - ETFO, CUPE and OSSTF Executive Representatives

- Two Teachers from each School
- One Educational Assistant from each School
- One CUPE member from each School
- Two Students from each School
- One Community Representative from each School

3.3 All Transition Committee meetings will be public meetings.

3.4 The members of the Transition Committee will determine whether they will establish sub-committee(s) to accomplish specific tasks. All sub-committee work must be presented at a public meeting of the full Transition Committee.

3.5 Education Centre staff will work with the school principals to provide periodic updates to the members of the affected communities. This may take the form of website postings, emails, newsletters, stories in the local media and, where deemed necessary by staff, public meetings.

#### **4.0 Roles and Responsibilities**

4.1 This list of responsibilities is a guide and it is not all-inclusive.

##### 4.1.1 Board Staff

- Act as a resource to the Transition Committee
- Facilities planning and construction
- Finance direction on school budgets, bank accounts, signing authorities, purchasing requirements
- Appointment of principal and other staff (per the provisions in the various collective agreements)
- Facilitate the movement of supplies and equipment to a new location
- Publish the Record of Action from the Meetings and agenda for the Transition Committee on the Board's website (Principals)
- Establish and publish a document that outlines roles and responsibilities of committee members and timelines for completion of major transition tasks

##### 4.1.2 School Staff

- Act as a resource to the Transition Committee
- Maintain as much normalcy as possible for students during the transition process
- Communicate ideas and concerns regarding the transition through the school principal
- Plan and implement orientation programs for staff, students and parents
- Plan and implement celebrations to acknowledge closing school(s) prior to the end of the school year
- Plan and implement celebrations at the beginning of the school year for the new school or school configuration
- Assist in the process of identification and packaging of materials to be moved from one school to the other
- Assist in the receiving and locating of materials received from another school
- Provide input to the school administration for timetabling and class allocation as per the collective agreement

#### 4.1.3 Transition Committee

- Act as a liaison to Board and School Staff
- Determine school team name and colours
- Assist in the disposition of school memorabilia
- Assist in the development and delivery of orientation programs for students and parents
- Assist in the development and delivery of celebrations prior to the end of the year for closing school(s)
- Assist in the development and delivery of celebrations at the beginning of the school year for the new school or school configuration
- Identify, discuss and make recommendations to school and board staff regarding issues of concern with respect to the transitions process

### 5.0 Possible Areas for Discussion

These are culled from previous Transition Committee work in other schools:

- Safety and security
- Student transition and learning resources
- Staff transition (as determined by the collective agreements)
- Administrative transition
- Communications (newsletter, surveys, etc.)
- System transition
- Disposition of surplus school space
- Transportation
- Bell time/School Day Organization
- Day Care Organizations

Lambton Kent District School Board  
Transition Action Plan

| Suggested Timeline               | Outcome                                                                                                                     | Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Responsibilities                                                                                            |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Meeting #1<br>October - November | Establish an open and public process for smooth transitions.                                                                | <ul style="list-style-type: none"> <li>• Information meeting</li> <li>• Establish schedule of future meetings</li> <li>• Clear outline of responsibilities for all parties</li> <li>• Inclusion of any other stakeholders deemed necessary</li> <li>• Review of transition process</li> <li>• Invite AMDSB representatives</li> <li>• Contact Regional Ministry Office regarding Finance and Operational details (Mident numbers)</li> <li>• Establish of any sub-committees as deemed necessary.</li> <li>• Administrative details such as school logo, colours, mascot</li> <li>• Memorabilia plan</li> <li>• Communication plan</li> </ul> | Director<br>Area Superintendent<br>Superintendent of Business<br>Principals<br>Committee Members            |
| Meeting #2<br>December           | Questions answered by AMDSB representatives.                                                                                | <ul style="list-style-type: none"> <li>• Q &amp; A with AMDSB representatives</li> <li>• Review of physical plant readiness and equipment transfer.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Transition Committee<br>Area Superintendent                                                                 |
| Meeting #3<br>Late January       | Staff are informed and part of the smooth transition process for staff.<br>Initiate smooth transition process for students. | <ul style="list-style-type: none"> <li>• Review of AMDSB Q &amp; A session.</li> <li>• Create an opportunity for staff at current schools to work together in long term planning of student achievement agendas.</li> <li>• Discuss need to merge elementary school councils into one entity with representation from both schools.</li> <li>• Review staffing process.</li> <li>• Coordinate student visits – shadowing opportunities.</li> <li>• On-going reports from sub-committees including students.</li> <li>• Recommendation from Naming Committee.</li> <li>• Subsequent report to Board.</li> </ul>                                | Superintendent,<br>Principals<br>Union<br>Representatives<br>Trustees                                       |
| Meeting #4<br>March              | Ongoing review of staffing transition including communication to staff.                                                     | <ul style="list-style-type: none"> <li>• On-going reports from sub-committees including students.</li> <li>• Review of business and finance operational issues.</li> <li>• Review of staff transition plan.</li> <li>• Provide input to school administration for timetabling</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | Transition Committee<br>Senior Administration<br>Accounting<br>Department Staff<br>Union<br>Representatives |

|                                            |                                                                                                                              |                                                                                                                                                                                                        |                                               |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|                                            |                                                                                                                              | and class allocation as per collective agreement.                                                                                                                                                      |                                               |
| Meeting #5<br>April                        | Plan for year end and school closure celebrations.<br>Plan for celebrations for new school configurations in September 2011. | <ul style="list-style-type: none"> <li>• Invite additional staff from each school to assist with planning celebrations.</li> <li>• On-going reports from sub-committees including students.</li> </ul> | Transition Committee<br>Senior Administration |
| Other Meetings As Necessary in May<br>June |                                                                                                                              | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                    |                                               |

November 22, 2010