

BOARD POLICY	
<i>Policy Section</i> <b>FACILITIES</b>	<i>Policy Number</i> <b>109</b>

**TITLE OF POLICY:**

**Pupil Accommodation Review**

**DATE APPROVED:**

**October 27, 2015**

**PROJECTED REVIEW DATE:**

September 2020

**POLICY:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board will ensure that learning environments support all students in an effective, efficient, and economical manner. Decisions to be considered by the Board regarding the future of a school shall be made with the involvement of an informed local community and shall be based on a broad range of criteria regarding the quality of the learning experience for students.

**PURPOSE:**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing a full range of education experiences equitably distributed across a broad and diverse geographical area. Various factors beyond the control of the Board impact on this commitment. These factors include declining and shifting populations, a changing financial climate, new legislation, changing education objectives, physical limitations, social influences, and community aspirations.

The authority of school boards to make decisions regarding pupil accommodation is 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.

This policy and the supporting administrative procedures provide a framework for accommodation review that is consistent and aligns with the Ministry of Education Guidelines.

**LEGISLATIVE BACKGROUND:**

This Policy and the related Administrative Procedure apply to schools offering elementary or secondary regular day-school programs. The following outlines circumstances where school boards are not obligated 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:

- where a replacement school is to be rebuilt by the Board on an existing site or built 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;
- where 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 reconstruction;
- when a lease is terminated;
- when a 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 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 relocation carried over a number of school years);
- when a board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of the 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 is under construction or repair;
- where there are no students enrolled at the school at any time throughout the school year.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:**

The Pupil Accommodation Review Policy supports our Vision for Achieving excellence in Catholic Education through Learning, Leadership and Service.

This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings.
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations.

- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students.
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision.

**RESPONSIBILITIES:****The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic learning community supported by the Multi-Year Strategic Plan;
- setting direction and policy that governs the PVNC Catholic District School Board;
- reviewing and considering for approval the Pupil Accommodation Review Policy recommended for consideration by the Policy Development Committee;
- understanding and communicating with members of the community the content of the Pupil Accommodation Review Policy;
- assigning responsibility to the Director of Education for operationalizing and managing the Pupil Accommodation Review Policy;
- monitoring and holding the Director of Education accountable respecting the implementation and operational details of the Pupil Accommodation Review Policy.

The Board of Trustees is also specifically responsible for:

- i) approving a resolution that begins the public Accommodation Review process when the appropriate reports and administrative recommendations as outlined in the administrative procedures have been brought forward;
- ii) appointing an Accommodation Review Committee (ARC);
- iii) where specific conditions have been met as outlined in the administrative procedures, approving a resolution for a modified accommodation review process; and
- iv) making a final decision regarding the pupil accommodation review at the conclusion of the process.

**The Director of Education is responsible for:**

- providing leadership regarding implementation and operational details in the Pupil Accommodation Review Policy;
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the Pupil Accommodation Review Policy.

The Director of Education is also specifically responsible for:

- i) bringing forward recommendations for pupil accommodation reviews to be completed on those schools or a geographic area of schools where there is potential for consolidation, and presenting School Viability Reports, with administrative recommendations, when appropriate or relevant conditions are met, as outlined in the Administrative Procedure to this policy.

**The Superintendent of Business and Financial Services is responsible for:**

- working in collaboration with the senior team, managers, and all employee groups in the development of administrative procedures and practices to support the Pupil Accommodation Review Policy.

**Superintendents of Schools and System Portfolios are responsible for:**

- providing leadership and supports for principals/vice-principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the Pupil Accommodation Review Policy;
- working collaboratively to develop administrative procedures and practices that align with the Pupil Accommodation Review Policy.

**Managers are responsible for:**

- providing leadership, management and support for the members of their department in their knowledge, understanding, and implementation of the Pupil Accommodation Review Policy.

**Communication Services is responsible for:**

- working collaboratively with the Director and Superintendents to develop a system-wide communications plan focused on building knowledge and understanding with our various stakeholders on the Pupil Accommodation Review Policy to support its effective implementation.

**Principals and Vice-Principals are responsible for:**

- providing leadership, management and support for the members of their school communities in their knowledge, understanding, and implementation of the Pupil Accommodation Review Policy.

**Staff are responsible for:**

- working collaboratively with colleagues to successfully implement the Pupil Accommodation Review Policy;
- adhering to the administrative procedures and practices that support the Pupil Accommodation Review Policy;

- being proactive and self-directed in building their knowledge and understanding of the Pupil Accommodation Review Policy as it relates to their role.

**PROGRESS INDICATORS:**

- a successful process that supports PVNC's vision of 'achieving excellence in Catholic education through learning, leadership and service', aligns with our key strategic priorities, and helps the Board more effectively and efficiently meet its fiduciary responsibilities.

**REFERENCES:**

- **Ministry of Education Memorandum 2015: B09**  
Release of New Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline
- Ministry of Education Pupil Accommodation Review Guideline: March 2015