

<i><b>Rainy River District School Board</b></i>	<b>SECTION 6</b> <i>Facilities</i>
<b>STUDENT ACCOMMODATION</b>	<b>6.50</b>

## **POLICY**

The Rainy River District School Board will endeavour to provide educational programs and services of the highest quality. In doing so, the Board will exercise its responsibility to determine the number and kinds of schools to be established and maintained, and the attendance zones for each school, in a manner which is open to community input and consultation.

## **RATIONALE**

In order to fulfil its mandate of student achievement and well-being, the Rainy River District School Board must provide a fiscally responsible and equitable range of learning opportunities which reflect the curriculum and program needs of all students.

## **IMPLEMENTATION**

As per Procedure 6.50, Student Accommodation, Policy 6.20, School Attendance Zones, Joint Transportation Policy, and in accordance with the Ministry of Education's *Pupil Accommodation Review Guideline* (2015) and *Community Planning and Partnerships Guideline* (2015).

In its capital and accommodation review and planning, the Rainy River District School Board will be guided by the following principles:

- The Rainy River District School Board is committed to providing and maintaining quality learning and teaching environments that support student achievement and well-being, with an emphasis on meeting the needs of students in the 21st century.
- The Board's schools will have flexible learning environments and an array of programs and pathways that afford students with the highest quality learning opportunities.
- The schools exist for students, but also enhance the surrounding communities in providing neighbourhood and community access that supports the well-being of students and their families.

## **GUIDELINES**

### **1.0 Facility Planning**

- 1.1 In its Facility Master Plan, the Rainy River District School Board forecasts the viability of academic programming for students while ensuring the effective and efficient use of all Board resources.
- 1.2 The Rainy River District School Board will examine student accommodation giving consideration to:

- the viability of programming and services;
- student enrolment;
- student transportation ride times;
- utilization of space within a school.

Based on this examination, the Board may initiate an attendance zone review, facility partnerships, and/or a student accommodation review.

## **2.0 School Attendance Zone Review Process**

- 2.1 Administration's analysis of the criteria outlined in 1.2 will be presented to the Finance Committee, which may make a recommendation to the Board to initiate a school attendance zone review.
- 2.2 If the Board approves the recommendation, a School Attendance Zone Review Committee will be established, acting as an official conduit for information between the school community or communities and the Board.
- 2.3 The School Attendance Zone Review Committee will include a principal/designate, school council/parent representative(s) and community representative(s), from each school affected by the review.

The School Attendance Zone Review Committee will be chaired by the Director Education/designate.

- 2.4 There will be a minimum of one community consultation, no sooner than 30 business days after the Board resolution to conduct a School Attendance Zone Review.
- 2.5 The Finance Committee will examine the final administrative report, including the compiled feedback from community consultations, and make a recommendation to the Board no later than the end of April, with any changes to existing attendance zones coming into effect at the beginning of a school year.

## **3.0 Facility Partnerships**

- 3.1 Based on administration's analysis of the criteria outlined in 1.2, the Board will identify facilities for potential partnerships and hold a minimum of one community consultation a year to share these opportunities.
- 3.2 Facility partnerships strengthen the relationship between communities and schools. The Board will consider potential partnerships which:
  - ensure the health and safety of students;
  - do not compromise the Board's student achievement strategy;
  - are appropriate for the school setting;
  - are non-profit or for profit entities, in compliance with local by-laws;
  - do not compete with educational services.

- 3.3 The rent and/or fees charged to partners should cover the operations and capital cost of improvements.
- 3.4 Partnerships approved by the Board, and where required, Ministry of Education, will be defined by a legal agreement between the Board and the partner.

#### **4.0 Student Accommodation Review Process**

- 4.1 Administration's analysis of the criteria outlined in 1.2 will be presented to the Finance Committee, which may make a recommendation to the Board to initiate a student accommodation review.
- 4.2 The Board is not obligated to undertake an accommodation review under circumstances identified in Section XV, Exemptions, of the *Ministry of Education's Pupil Accommodation Review Guidelines*.

#### **The Student Accommodation Review Committee**

- 4.3 A Student Accommodation Review Committee(s) will be established for the school(s) under review to act as an official conduit for information between the school community or communities and the Board.
- 4.4 The Student Accommodation Review Committee will include principal/designate, school council/parent representative(s), and community representative(s), and may include a First Nation community representative, from each school affected by the review.

The Student Accommodation Review Committee will be chaired by the Director of Education/designate.

- 4.5 The Student Accommodation Review Committee(s) will review the initial administrative report and the School Information Profile(s) and will facilitate the community consultations, holding as many working meetings as is deemed necessary within the timelines established for the process.

#### **Community Consultation**

- 4.6 Following the Board resolution to conduct a student accommodation review, there will be an initial consultation with affected municipalities, potential community partners, and directors of education of coterminous school boards. All feedback from this initial consultation must be received prior to the final community consultation.
- 4.7 After this consultation with municipalities and community partners, the Board will hold a minimum of two community consultations on the initial administrative report.
- 4.8 The first of these community consultations shall occur no sooner than 30 business days after the Board resolution to initiate this process, with a minimum of 40 business days between the first and final consultations.

## **Completing the Student Accommodation Review Process**

- 4.9 A final administrative report shall be submitted to Trustees and posted to the Board's website no less than 10 business days after the last community consultation.
- 4.10 The Board will provide an opportunity for members of the community to provide feedback on the final administrative report through public delegations as per Board bylaw. This shall occur no less than 10 business days from the posting of the final administrative report.
- 4.11 No less than 10 business days after the public delegations, the Board of Trustees will examine the final administrative report, including the compiled feedback from the public delegations, and make its final decision on the student accommodation review.
- 4.12 The Board of Trustees may approve the recommendation(s) of the final administrative report as presented, modify the recommendation(s) of this report, or approve a different outcome.

## **5.0 Modified Student Accommodation Review Process**

- 5.1 The Board may choose to undertake a modified student accommodation review process where two or more of the following factors occur:
- the distance to the nearest available accommodation is 10 km or less;
  - the utilization rate of the facility is 50% or less;
  - the minimum number of students enrolled at the school is 25 (elementary) or 150 (secondary); or
  - the Board plans the relocation (in any school year or over a number of school years) of a program, in which the enrolment constitutes more than or equal to 50% of the school's enrolment.
- 5.2 The modified student accommodation review process follows the same steps of the regular process, however, with the following changes:
- A minimum of one community consultation will be held, after responses have been received from municipalities and community partners.
  - This meeting will be held no sooner than 30 business days from the Board of Trustees' approval to proceed with the review.

## **6.0 Ministry of Education Appeal Process**

- 6.1 The Board's decision on a student accommodation review may be appealed to the Ministry of Education on the grounds of process as per the Ministry of Education's Administrative Review of the Student Accommodation Review Process.

## **7.0 Transition Planning**

- 7.1 As a result of a Student Accommodation Review or School Attendance Zone change, the

transition of students and/or school staff will be carried out in consultation with parents/guardians, staff and administration.

**Definitions:**

**Accommodation Review** is a process as outlined in this policy undertaken by the Board to determine the future of a school or group of schools.

**Accommodation Review Committee** is an advisory committee, established by the Board, which includes membership drawn from the community. The Accommodation Review Committee is appointed by the Board to act as an official conduit for information shared between the Board and the affected school communities.

An **Accommodation Review Committee Working Meeting** involves a meeting of Committee members to discuss the student accommodation review, including a meeting held by the Committee to solicit feedback from the affected school communities.

A **Business Day** is a calendar day that is not a weekend or statutory holiday. This also does not include calendar days that fall within the Board's Christmas, spring, and summer breaks.

A **Community Representative** is an individual residing in the school catchment area, but not an elected municipal official or a parent or guardian of a student in the school under review.

A **First Nation Community Representative** is an individual residing on a First Nation, where 15% of the school's population is under an Education Services Agreement with the Board. The First Nation Community Representative cannot be an elected official.

**Facility Condition Index (FCI)** is a building condition as determined by the Ministry of Education by calculating the ratio between the five-year renewal needs and the replacement value for each facility.

**Facility Master Plan** is a comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to support and enhance student achievement and well-being.

**On-the-ground (OTG) capacity** is determined by the Ministry of Education by loading all instructional spaces within the facility to current Ministry standards for class size requirements and room areas.

**School Information Profile** is a set of criteria based on the Ministry of Education guidelines. The profile provides the Accommodation Review Committee with information about each school in the review area based on its value to the students and to the system.

**Terms of Reference** are objectives and criteria prepared by the Director of Education or designate(s) that:

- clarify the mandate of the Accommodation Review Committee;
- describe the parameters and criteria that will guide the feedback on the accommodation options;
- explain the roles and responsibilities of the Accommodation Review Committee members; and
- provide details of the Accommodation Review Committee process.

**Underutilized Space**, as defined by the Ministry of Education’s *Community Planning and Partnership Guide (2015)* are facilities that have been 60 percent utilized or less for two years and/or have 200 or more unused pupil places.

<u>CROSS REFERENCE</u>	<u>Date Approved</u> September 1, 2015	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Procedure 6.50 Student Accommodation	<u>Board Motion</u> 94	Ministry of Education, <i>Community Planning and Partnership Guideline (March 2015)</i>
Policy and Procedure 6.20 School Attendance Zones	<u>Review Prior to</u> 2021	Ministry of Education, <i>Pupil Accommodation Review Guideline (March 2015)</i>
Joint Transportation Policy		<i>Education Act, s.150-6</i>  Ontario Regulation 444/98