



Date of Issue	May 20, 2010
Original Date of Issue	September 4, 2007
Subject	PUPIL ACCOMMODATION REVIEW
References	Policy 2313 – Pupil Accommodation Review Policy
Links	Ministry of Education <i>Pupil Accommodation Review Guidelines</i> http://www.edu.gov.on.ca/eng/policyfunding/reviewGuide.pdf Ministry of Education <i>Administrative Review of Accommodation Review Process</i> http://www.edu.gov.on.ca/eng/policyfunding/adminReview.pdf
Contact	Planning and Enrolment Department

The development of this administrative procedures memorandum (APM) has been authorized by the director of education to support the implementation of board Policy 2313, Pupil Accommodation Review.

1. Purpose

- 1.1 The purpose of this APM is to describe the administrative procedures related to responsibilities of the director of education under board Policy 2313, Pupil Accommodation Review, dated March 24, 2010.
- 1.2 The director of education shall chair the Accommodation Review Committee (ARC) or appoint a designate.
- 1.3 The director of education shall direct staff to facilitate the formation of the ARC and its membership as outlined in Section 4.2 of board Policy 2313, Pupil Accommodation Review.
- 1.4 The director of education shall set the date for the first working session of the ARC.

2. ARC Selection Process

- 2.1 The process for the selection of the membership of the ARC will begin no less than 60 days prior to the first working session of the ARC.
- 2.2 Information notices and the ARC membership application form will be distributed by the school no less than 20 days in advance of the school's selection meeting.
- 2.3 School council shall select the parent/guardian representatives by ballot.



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- 2.4 The student council of a secondary school shall select the student representative by ballot.
 - 2.5 The director of education or designate shall chair the ARC.
 - 2.6 The community representative will be appointed, subject to the process determined by the local municipal council (s) and shall be a public school supporter, and shall not be a parent/guardian of a student attending any school within the Accommodation Review Area.

3. ARC Responsibilities

- 3.1 The ARC will conduct its business in working sessions open to the public for observation.
- 3.2 The ARC shall discuss School Information Profile(s) (SIP(s)) prepared by board administration for the school(s) under review and modify the profile(s) where new objective information is available or correction to information is required. The Elementary SIP template is attached as APPENDIX A and the Secondary SIP template is attached as APPENDIX B.
- 3.3 The ARC shall consider alternative accommodation plans for the students of the schools(s) under review, as prepared by Administrative Council. The ARC may create alternative accommodation options which should be consistent with the objectives listed in the Terms of Reference.
- 3.4 The ARC shall hold at least four (4) additional public meetings as part of the community consultation process.
- 3.5 The ARC shall prepare a preliminary Accommodation Review Report to be shared with the community at the fourth Public Meeting.
- 3.6 The ARC shall finalize the Accommodation Review Report after considering the feedback from the Public Meeting.
- 3.7 The ARC shall present the final Accommodation Review Report to the director of education.

4. Accommodation Review Process

- 4.1 The community (ies) involved will be informed that their school(s) will be the subject of a pupil accommodation review through information notices sent home. The notice will include an ARC membership application form as set out in FORM A5500-1
- 4.2 The director of education shall set the date for the first public meeting.



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- 4.3 The director of education or designate shall present at least one alternative accommodation option at its first working session, that addresses where students are proposed to be accommodated; what changes to existing facilities may be required; what programs would be available to students; and transportation.
 - 4.4 The ARC, using the Terms of Reference and reference criteria will analyze accommodation options.
 - 4.5 At least three (3) additional public meetings(s) will be held to share the ARC's proposal(s) and to gather further input, with a public consultation period of no less than ninety (90) calendar days.

5. ARC Working Sessions

- 5.1 The chair will set the agenda for ARC working sessions and public meetings. The agenda shall be available no later than five (5) days prior to all working sessions and public meetings.
- 5.2 The ARC will review and discuss data and options in open, working sessions.
- 5.3 An initial meeting schedule will be established by the director of education; changes to meetings, including adding or cancelling, may be made by the ARC.
- 5.4 At any working session of the ARC or public meeting, a quorum shall include the voting members present.
- 5.5 Decisions will be made by a majority vote of ARC members present and voting; a majority will consist of 50 percent plus one (1) of all voting members present at the meeting, the day the vote is held.
- 5.6 A reconsideration vote requires the issue to be brought forward by a member of the prevailing side and requires a majority of the voting members at the meeting where the vote took place or the next working session of the ARC.
- 5.7 Minutes and presentation materials will be posted on the board's website and available at each of the area schools, not later than five (5) days prior to the next working session of the ARC.

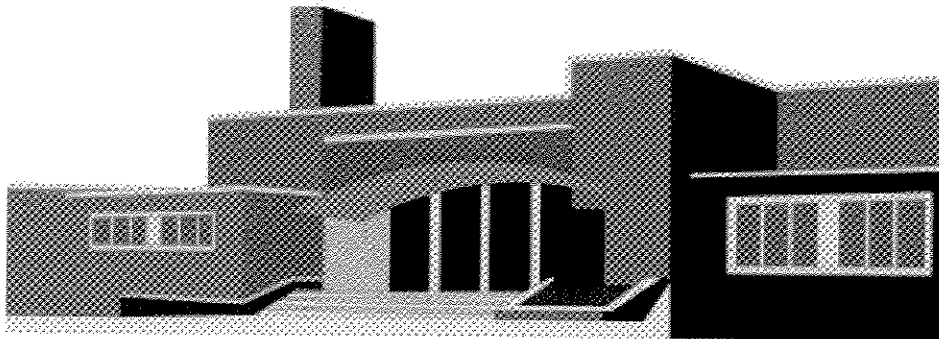
Approved
Revised

September 4, 2007
September 4, 2007, March 26, 2009, May 20, 2010

Issued under the authority of the Director of Education



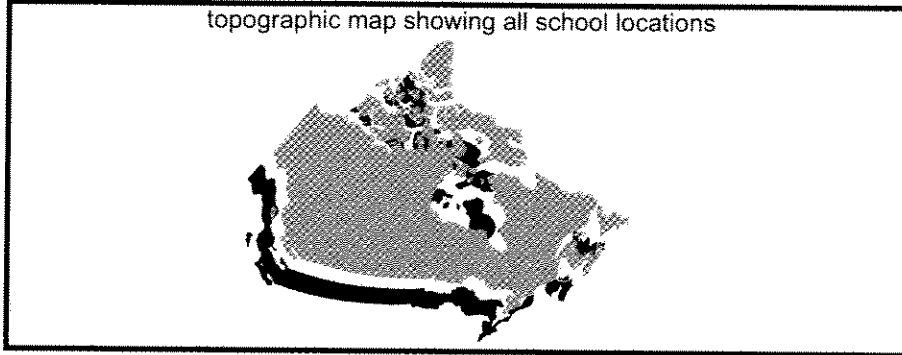
SCHOOL BUILDING



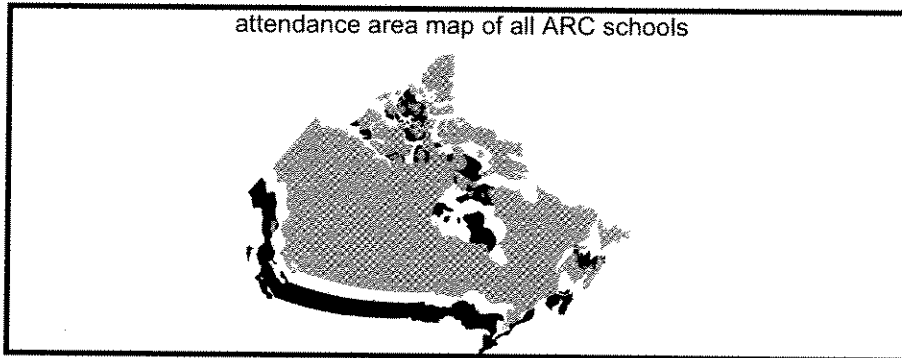
Brief summary of the school, strengths, weaknesses, and unique features.



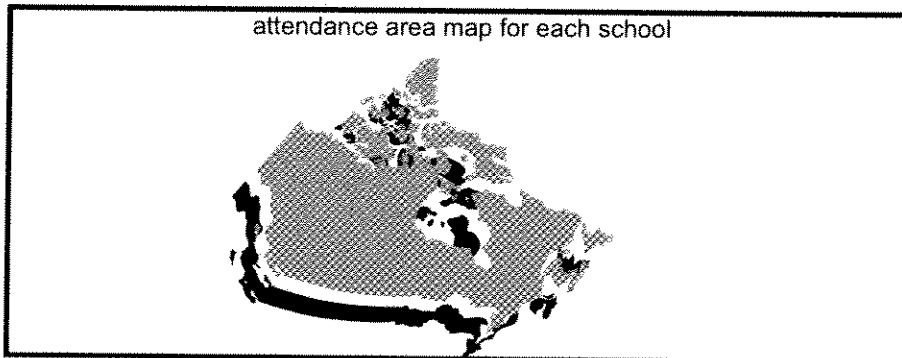
topographic map showing all school locations



attendance area map of all ARC schools



attendance area map for each school





Enrolment and Facility Summary

a.	School Name:			
b.	Address:			
c.	Grade Configuration:			
d.	Ministry Rated On-the-Ground Capacity (OTG):			
e.	Number of Classrooms:			
f.	Closed Classrooms:			
g.	Portables:			
h.	Number of Stories:			
i.	Accessible:	Yes	No	
j.	Fields etc. (square footage):	Adequate	Not Adequate	
k.	Gymnasium (square footage and height):	Adequate	Not Adequate	
l.	Year built:			
m.	Year addition(s) built:			
n.	Total building size:			
o.	Site size:	Acres:	Hectares:	
q.	The property can accommodate an addition.	Yes	No	Comment:
r.	Additional uses of site (eg. Partnerships):			



Enrolment and Facility Summary

s.	Past enrolment	2005-2006		Utilization:	%
		2006-2007		Utilization:	%
		2007-2008		Utilization:	%
		2008-2009		Utilization:	%
		2009-2010		Utilization:	%
t.	Current enrolment	2010-2011			
u.	Projected enrolment	2011-2012		Utilization:	%
		2012-2013		Utilization:	%
		2013-2014		Utilization:	%
		2014-2015		Utilization:	%
		2015-2016		Utilization:	%
		2021-2022		Utilization:	%
v.	Out of Area enrolment	#			%
w.	Bused students	#			%



1.0 Value to the Student (Elementary)

1.1 Program Delivery Summary

1.1.1	Specialized Programs:				
	# students	Native as a Second Language Program		% enrolled	
	# students	Extended French Program		% enrolled	
	# students			% enrolled	
	# students			% enrolled	
	# students			% enrolled	
	# students			% enrolled	
1.1.2	District Special Education Programs:				
	# students			% enrolled	
	# students			% enrolled	
1.1.3	Nearest District Special Education Program:				
	School:			Distance:	
	School:			Distance:	
1.1.4	Grade 3 Math EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.5	Grade 3 Reading EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.6	Grade 3 Writing EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			



1.0 Value to the Student (Elementary)

1.1.7	Grade 6 Math EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.8	Grade 6 Reading EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.9	Grade 6 Writing EQAO	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.10	Partnerships to enhance and support students. Describe:				
1.1.11	Additional comments:				



1.0 Value to the Student (Elementary)

1.2 Program Delivery Summary (Facility)

1.2.1	Playground space per student		sq feet
1.2.2	Nearest Adjacent School(s)	Name:	Distance:
1.2.3	Number of out-of-area students		
1.2.4	Percentage of out-of-area students		
1.2.5	Number of split-grade classes		
1.2.6	Percentage of split-grade classes		
1.2.7	Percentage of students in split-grade or triple-grade classes		
1.2.8	Number of triple-grade classes		

1.3 Program Delivery Supports (Accessibility)

1.3.1	The school is universally accessible.	Yes	No
1.3.2	Elevator or lift (if more than one storey).	Yes	No
1.3.3	Barrier free washrooms on each level.	Yes	No
1.3.4	Barrier free gym change rooms.	Yes	No

1.4 Program Delivery Supports (Administration)

1.4.1	The school qualifies for a funded full-time vice principal.	Yes	No
1.4.2	The school qualifies for a funded full-time teacher-librarian.	Yes	No
1.4.3	Total number of secretarial staff (FTE).	Funded:	
		Allocated:	
1.4.4	Total number of custodial staff (FTE).	Formula:	
		Allocated:	
1.4.5	Total number of teachers.	Funded:	
		Allocated:	



1.0 Value to the Student (Elementary)

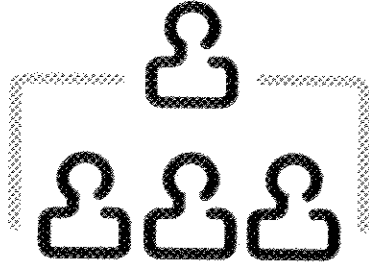
1.5 Student Supports

1.5.1	The student and staff population is large enough to support extracurricular teams. Describe:		
1.5.2	The student and staff population is large enough to support extracurricular clubs. Describe:		
1.5.3	The student and staff population is large enough to support extracurricular intramurals. Describe:		
1.5.4	Other programs/activities are available. Describe:		
1.5.5	The student and staff population is large enough to support dances and socials.	Yes	No
1.5.6	Other comments:		

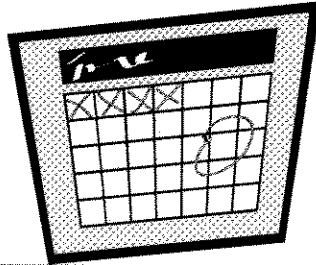


Supplementary Information

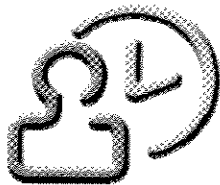
Organizational Chart (Teachers/Students per grade)



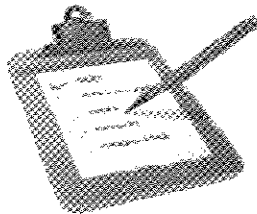
Librarian Schedule



Supervision Schedule



List of Extracurricular Activities, Clubs, Intramurals





2.0 Value to the Board

2.1.1	Estimated cost to address backlog of current renewal projects needed at the school.		\$
2.1.2	Estimated cost to address renewal projects needed at the school over the next 5 and 10 years.		5 Years: \$ 10 Years: \$
2.1.3	5 Year History of Projects/Cost	Year	Project
		2005-2006	
		2006-2007	
		2007-2008	
		2008-2009	
	2009-2010		
2.1.4	Estimated cost to upgrade school to current standards building code and accessibility standards.		\$
2.1.5	Estimated cost to demolish and rebuild a school with the same On The Ground capacity to current building code and accessibility		\$
2.1.6	Expenditures for utilities.		\$/square foot
2.1.7	Utility cost as compared to board ranking.		
2.1.8	Other facility operational expenditures		\$
2.1.9	Expenditures for school administration (principal, vice principal)		\$
2.1.10	Expenditure for school support (secretarial, custodial, EA)		\$
2.1.11	Expenditures for teachers		#
			\$
2.1.12	Revenues from community use		\$



2.0 Value to the Board

2.1.13	Describe how operating costs are supplemented (if applicable):
2.1.14	Describe the impact on facility operating and capital budgets if this school remains open:



3.0 Value to the Community

3.1	There is a childcare program. Describe:
3.2	The school hosts youth programs and services. Describe:
3.3	The school hosts cultural events. Describe:
3.4	The school hosts social and recreational programs. Describe:
3.5	The school hosts adult learning programs and services. Describe:
3.6	Community partnerships have contributed to the operating costs of the school in the past 5 years. Describe:



3.0 Value to the Community

3.7	There are alternate locations within the community to host community activities. Describe:		
3.8	Summary of Permit Use	Attached	
3.9	The school is a designated Heritage Building.	Yes	No
3.10	The school board and community have examined potential partnerships at this school. Describe:		

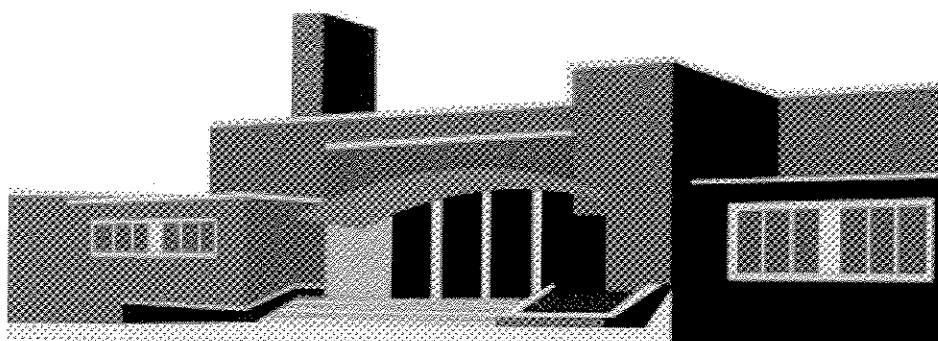


4.0 Value to the Local Economy

4.1	The school contributes to the local economy. Describe:
4.2	The school enhances the socio-economic and cultural diversity of the community. Describe:
4.3	There are programs at the school which support local business. Describe:
4.4	Elementary: There are Co-operative Education placements in the school. Describe:
4.5	Secondary: There are Co-operative Education placements in the community/school. Describe:
4.6	Secondary: Students have access to part-time jobs in the community.



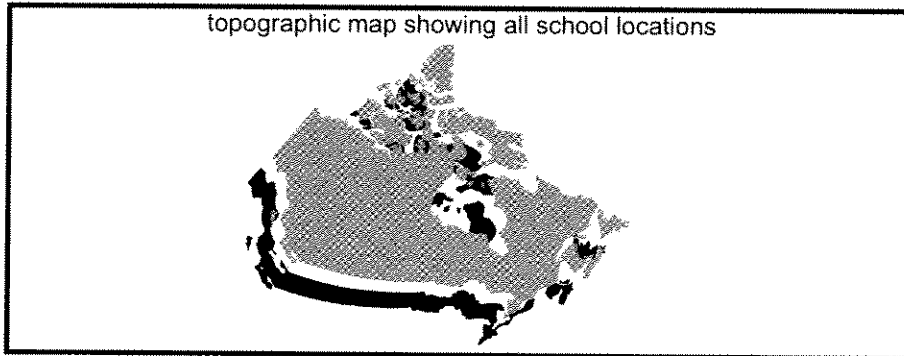
SCHOOL BUILDING



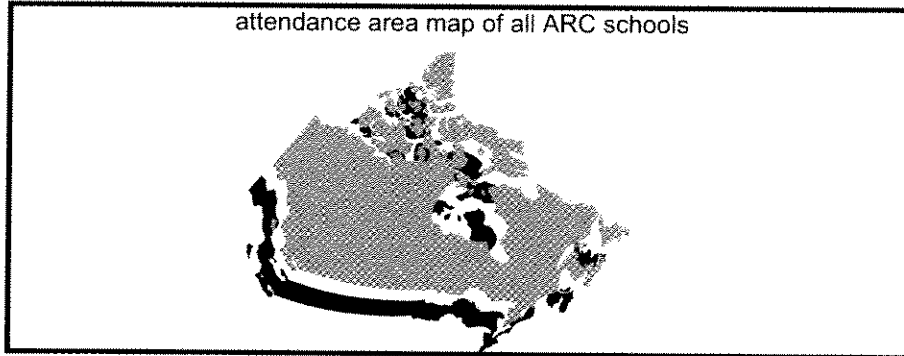
Brief summary of the school, strengths, weaknesses, and unique features.



topographic map showing all school locations

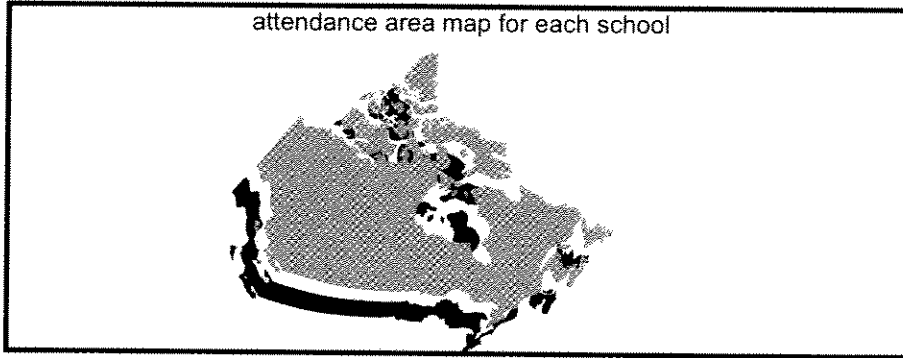


attendance area map of all ARC schools

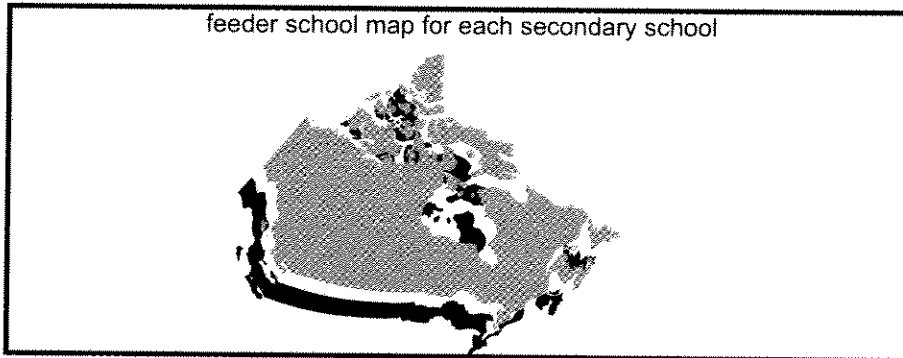




attendance area map for each school



feeder school map for each secondary school





Enrolment and Facility Summary

a. School Name:			
b. Address:			
c. Grade Configuration:			
d. Ministry Rated On-the-Ground Capacity (OTG):			
e. Number of Classrooms:			
f. Closed Classrooms:			
g. Portables:			
h. Number of Stories:			
i. Accessible:		Yes	No
j. Fields etc. (square footage):		Adequate	Not Adequate
k. Gymnasium (square footage and height):		Adequate	Not Adequate
l. Year built:			
m. Year addition(s) built:			
n. Total building size:			
o. Site size:	Acres:	Hectares:	
q. The property can accommodate an addition.	Yes	No	Comment:
r. Additional uses of site (eg. Partnerships):			



Enrolment and Facility Summary

s. Past enrolment	2005-2006		Utilization: %
	2006-2007		Utilization: %
	2007-2008		Utilization: %
	2008-2009		Utilization: %
	2009-2010		Utilization: %
t. Current enrolment	2010-2011		
u. Projected enrollment	2011-2012		Utilization: %
	2012-2013		Utilization: %
	2013-2014		Utilization: %
	2014-2015		Utilization: %
	2015-2016		Utilization: %
	2021-2022		Utilization: %
v. Out of Area enrolment	#		%
w. Bused students	#		%



1.0 Value to the Student (Secondary)

1.1 Program Delivery Summary

1.1.1	There is a sufficient number of students so that courses necessary in each subject area can be run for all three student pathways (university, college, workplace, and apprenticeship).	Yes	No		
1.1.2	Specialized High Skills Major Programs:				
1.1.3	Pathway opportunities:				
1.1.4	Broad-based technology programming:				
1.1.5	Guidance and career education programs:				
1.1.6	First Nations Studies:				
1.1.7	District Special Education Programs:				
1.1.8	Co-operative Program opportunities:				
1.1.9	Alternative Education Program:				
1.1.10	Special Education Program:				
1.1.11	Young Parents Program:				
1.1.12	Average class size				
1.1.13	Ontario Secondary School Literacy Test (OSSLT)	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.14	Grade 9 Math EQAO scores	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			
1.1.15	Graduation Rate	Year	School %	Board %	Prov. %
		2005-2006			
		2006-2007			
		2007-2008			
		2008-2009			
		2009-2010			



1.0 Value to the Student (Secondary)

1.1.16	Students starting 3rd year in September 2010 have achieved 16 credits.	% of students	
1.1.17	Students starting 3rd year in September 2010 have accumulated 50% of required community service hours.	% of students	
1.1.18	Partnerships to enhance and support students. Describe:		
1.1.19	Number of classes with less than 60% of the maximum enrolment.	# of classes:	
		% of classes:	
1.1.20	Number of multi-grade classes.	# of classes:	
		% of classes:	
1.1.21	Number of multi-level classes.	# of classes:	
		% of classes:	
1.1.22	Number of multi-year courses.		
1.1.23	Courses offered in alternate years. Describe:		
1.1.24	Number of e-learning courses.	# of credits:	
		% of credits:	
1.1.25	Multiple lunches.	Yes	No
1.1.26	Number of students registered from other school systems.	#:	
		%:	
1.1.27	Number of students registered in other school systems.	#:	
		%:	
1.1.28	Additional comments:		

1.2 Program Delivery Supports (Administration)

1.2.1	The school qualifies for a funded full-time vice principal.	Yes	No
1.2.2	The school qualifies for a funded full-time teacher-librarian.	Yes	No
1.2.3	Total number of secretarial staff (FTE).	Funded:	
		Allocated:	
1.2.4	Total number of custodial staff (FTE).	Formula:	
		Allocated:	
1.2.5	Total number of teachers.	Funded:	
		Allocated:	



1.0 Value to the Student (Secondary)

1.3 Program Delivery Supports (Facility)

1.3.1	Special Education facilities.	#:	
		sq. feet:	
1.3.2	Guidance Resource Centre.	#:	
		sq. feet:	
1.3.3	Science Labs.	#:	
		sq. feet:	
1.3.4	Technology Labs.	#:	
		sq. feet:	
1.3.5	Computer Labs.	#:	
		sq. feet:	
1.3.6	Arts facilities.	#:	
		sq. feet:	
1.3.7	Library.	#:	
		sq. feet:	
1.3.8	Music facilities.	#:	
		sq. feet:	
1.3.9	Change rooms.	#:	
		sq. feet:	
1.3.10	Washrooms.	#:	
		sq. feet:	
1.3.11	Assembly/Auditorium.	#:	
		sq. feet:	
1.3.12	Cafeteria.	#:	
		sq. feet:	
1.3.13	Kitchen.	#:	
		sq. feet:	
1.3.14	Stage.	#:	
		sq. feet:	
1.3.15	Gymnasium.	#:	
		sq. feet:	
1.3.16	Central office location at front of school and enables supervision of school and parking lot.	Yes	No
1.3.17	Clear sight lines for supervision within the school.	Yes	No
1.3.18	Clear sight lines for supervision outside the school.	Yes	No
1.3.19	Other supervisory equipment.	Yes	No
1.3.20	Functional drop-off and pick-up areas.	Yes	No
1.3.21	Further Comments:		



1.0 Value to the Student (Secondary)

1.4 Program Delivery Supports (Accessibility)

1.4.1	The school is universally accessible.	Yes	No
1.4.2	Elevator or lift (if more than one storey).	Yes	No
1.4.3	Barrier free washrooms on each level.	Yes	No
1.4.4	Barrier free gym change rooms.	Yes	No

1.5 Student Supports

1.5.1	Athletic programs/activities are available. Describe:		
1.5.2	Arts programs/activities are available. Describe:		
1.5.3	Computer/Technology programs/activities are available. Describe:		
1.5.4	Leadership/Student Council programs/activities are available. Describe:		
1.5.5	Clubs and programs/activities are available. Describe:		
1.5.6	Other programs/activities are available. Describe:		
1.5.7	The student and staff population is large enough to support dances and socials.	Yes	No
1.5.8	The student and staff population is large enough to support school athletic teams. Describe:		
1.5.9	The student and staff population is large enough to support intramural sports. Describe:		



1.0 Value to the Student (Secondary)

1.5.10	Areas of concern. Describe:
1.5.11	Other items of value to students. Describe:



2.0 Value to the Board

2.1.1	Estimated cost to address backlog of current renewal projects needed at the school.		\$	
2.1.2	Estimated cost to address renewal projects needed at the school over the next 5 and 10 years.		5 Years: \$ 10 Years: \$	
2.1.3	5 Year History of Projects/Cost	Year	Project	
			Cost	
		2005-2006		\$
		2006-2007		\$
		2007-2008		\$
	2008-2009		\$	
	2009-2010		\$	
2.1.4	Estimated cost to upgrade school to current standards building code and accessibility standards.		\$	
2.1.5	Estimated cost to demolish and rebuild a school with the same On The Ground capacity to current building code and accessibility		\$	
2.1.6	Expenditures for utilities.		\$/square foot	
2.1.7	Utility cost as compared to board ranking.			
2.1.8	Other facility operational expenditures		\$	
2.1.9	Expenditures for school administration (principal, vice principal)		\$	
2.1.10	Expenditure for school support (secretarial, custodial, EA)		\$	
2.1.11	Expenditures for teachers		#	
			\$	
2.1.12	Revenues from community use		\$	



2.0 Value to the Board

2.1.13	Describe how operating costs are supplemented (if applicable):
2.1.14	Describe the impact on facility operating and capital budgets if this school remains open:



3.0 Value to the Community

3.1	There is a childcare program. Describe:
3.2	The school hosts youth programs and services. Describe:
3.3	The school hosts cultural events. Describe:
3.4	The school hosts social and recreational programs. Describe:
3.5	The school hosts adult learning programs and services. Describe:
3.6	Community partnerships have contributed to the operating costs of the school in the past 5 years. Describe:



3.0 Value to the Community

3.7	There are alternate locations within the community to host community activities. Describe:		
3.8	Summary of Permit Use	Attached	
3.9	The school is a designated Heritage Building.	Yes	No
3.10	The school board and community have examined potential partnerships at this school. Describe:		



4.0 Value to the Local Economy

4.1	The school contributes to the local economy. Describe:
4.2	The school enhances the socio-economic and cultural diversity of the community. Describe:
4.3	There are programs at the school which support local business. Describe:
4.4	Elementary: There are Co-operative Education placements in the school. Describe:
4.5	Secondary: There are Co-operative Education placements in the community/school. Describe:
4.6	Secondary: Students have access to part-time jobs in the community.



Dear Parents/Guardians:

The Simcoe County District School Board is undertaking a pupil accommodation review to address enrolment, programming, and building condition challenges, affecting **(schools)**. A pupil accommodation review provides the public with an opportunity to make informed recommendations to the Board through an Accommodation Review Committee (ARC). This committee includes parents/guardians, students and community representatives as well as representatives from the school board.

The ARC requires two (2) parent/guardian representatives from each school identified above.

If you are interested in participating as a parent/guardian member of the ARC, you must be the parent/guardian of a student who attends the school and who lives in the attendance area of the school. We encourage parents/guardians to volunteer to be part of this important review of area schools. You should be aware that the process may last for several months and you will be asked to participate in numerous working sessions and in at least four public meetings. These meetings and working sessions may be scheduled in both the afternoon and evening and may be held at any of the schools in the accommodation review area.

The deadline for receiving applications to volunteer on the ARC is **DD/MM/YY**. Please submit your completed application to your school principal. Your school council will then select the parent/guardian representative from the applications received.

Sincerely,
Carol McAulay, Associate Director

Please submit your completed application to your school principal by DD/MM/YY.

ARC MEMBERSHIP APPLICATION FORM

"I am a parent/guardian of a student(s) enrolled at _____ and who lives in the attendance area of the school; I am interested in representing my school community as a parent/guardian member of the Accommodation Review Committee (ARC)"

Name: _____

School: _____

Phone number: _____

Email address: _____

Mailing address: _____

Signature: _____

ADDITIONAL INFORMATION

For further information on the selection of the ARC members, please contact your school principal. To support your application you may be asked to make a brief presentation to your school council. For further information on the pupil accommodation review process please refer to Policy 2313 and APM A5500 posted on the board's website (www.scdsb.on.ca), or contact Janet Porter-Jay, Senior Planner, at 705-734-6363, x.11416.