



**POLICY SECTION:** STUDENT  
**SUB-SECTION:** ADMISSIONS AND PLACEMENT  
**POLICY NAME:** ELEMENTARY SCHOOL ATTENDANCE  
 BOUNDARY REVIEW POLICY  
**POLICY NO:** S.A. 03

<b>Date Approved:</b> <del>October 22, 2015 – Board</del> <b>April 28, 2010 – Board</b>	<b>Review Cycle:</b> 2018	<b>Dates of Amendment:</b> <del>April 28, 2010 – Board</del> October 18, 2012 – Board March 20, 2014 – Corporate Affairs April 14, 2015 – Corporate Affairs <b>October 22, 2015- Board</b>
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**Cross Reference:**

- S.A. 01, Elementary Admission and Placement Policy
- S.T. 01, Transportation Policy
- T. 07, Community Engagement Policy
- **H.M. 24 Catholic Equity and Inclusive Education Policy**

**Policy**

The Director of Education may prepare a report for consideration by the Board identifying a school, or group of schools, facing programming challenges and/or facility limitations due to enrolment oversubscription or undersubscription, and in respect of which there may be a need to consider as a possible solution, adjustments to existing boundaries in respect of one or more of the identified schools.

**Regulations**

1. An attendance boundary review shall be initiated by the community, the Director of Education or Board staff through a submission of a formal request to the Board of Trustees compliant with Board procedures, or through a recommendation by Board staff.
2. The Director of Education shall set a limit on the total number of attendance boundary reviews conducted per year, dependent upon availability of appropriate staff resources, and reserves the right to prioritize the requests for reviews.



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<b>POLICY NO:</b>	<b>S.A. 03</b>

3. The Board reserves the right to aggregate individual requests for boundary reviews depending on the geographic location of the schools being considered for review.
4. Boundary reviews shall be conducted in accordance with the **principles of equity and fairness** following procedure.
5. A committee comprised of the following stakeholders from all schools affected by the boundary adjustment shall be established, and shall hold a minimum of one (1) public meeting for the purpose of reviewing and reaching a consensus on the boundary adjustment:
  - Principal (or designate)
  - School Superintendent (or designate)
  - **Catholic School Parent Council (CSPC)** CSAC executive
  - Local trustee(s)
  - Planning staff
  - Transportation staff
6. Additional meetings of the stakeholder committee may be held at the discretion of the chair of the committee.
7. A minimum of 30 days public notification shall be provided prior to the first **public** meeting.
8. Boundary reviews shall be undertaken at a community engagement level of ‘consult’ as defined in Community Engagement Policy (T. 07): *“To obtain input from community members and the general public on proposed Board directions and decisions.”*



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<b>SUB-SECTION:</b>	<b>ADMISSIONS AND PLACEMENT</b>
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<b>POLICY NO:</b>	<b>S.A. 03</b>

9. The school superintendent(s) whose school is the subject of a boundary adjustment shall; chair the meeting(s), and in leading the review process, shall establish the committee, shall arrange the meeting(s) and provide notification of meeting(s) to other stakeholders and the public, shall prepare an agenda for the meeting(s) as required, shall arrange for the recording of meeting notes, and shall provide all notification about the boundary adjustments reached by consensus. The School Superintendent shall function as secretary of the committee as well as in a resource capacity. If the schools under review are represented by more than one Superintendent, the duties of the chair shall be shared by the school superintendents.
  
10. Administrative staff, including staff from the Planning and Facilities Departments and from the Toronto Student Transportation Group (TSTG), shall attend the meeting(s) to provide expertise and resources, as necessary.
  
11. Staff shall provide the committee with all relevant information including the following:
  - school profile data including capacity;
  - current and projected enrolment;
  - maps of the area;
  - information and maps on transportation;
  - one boundary adjustment option for consideration, with a complete **analysis of impact on transportation impact and space requirements.**
  
12. To the extent possible and practical, boundary adjustments shall be guided by the following principles:
  - Boundaries are to follow logical and easily identifiable routes and/or physical landforms where possible, such as major roads, rail-lines, watercourses, parklands, ravines, and established political boundaries.



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<b>POLICY NO:</b>	<b>S.A. 03</b>

- Schools affected by a nearby boundary adjustment benefit to the fullest extent possible, both in terms of maximizing student enrolment and utilization of available classroom space.
  - Program offerings (e.g. French Immersion, Gifted, etc.) shall be taken into consideration when adjusting boundaries; as a result, there could be more than one boundary associated with any given school(s) under review.
13. If consensus is achieved during the meeting(s):
    - i. the school superintendent(s) shall prepare the appropriate notification to be signed by the Director of Education and sent to the school community(ies) in a timely manner, informing them about the decisions made by the committee, as well as arranging to have decisions posted on the Board and school website;
    - ii. boundary adjustments shall be planned for **in consideration of FDK registration timelines** and implemented no sooner than the following school year;
    - iii. staff shall undertake all things necessary to implement the changes.
  14. If the committee cannot achieve consensus during the meeting(s), the Director of Education shall prepare a report with recommendations for the consideration of trustees at a regularly scheduled committee or board meeting.
  15. The Director of Education's report shall be made publicly available by having it posted on the Board's website in advance of the committee or board meeting at which it is to be considered.
  16. Opportunity for public input regarding the Director of Education's report shall be provided at a subsequent committee or board meeting which will hear and receive delegations as well as consider written submissions.



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17. The Director of Education shall prepare a further report for consideration by the committee or board in public session of a subsequent meeting, regarding and responding to the public input received and presentations made at the previous meeting. A decision regarding boundary adjustments may be made by trustees at this meeting, or a subsequent meeting of committee or board.
18. The Director of Education's report shall be made publicly available by having it posted on the Board's website in advance of the committee or board meeting at which it is to be considered.
19. The school superintendent(s) of the school(s) under review shall prepare the appropriate notification to be signed by the Director of Education and sent to the school community(ies) in a timely manner, informing them about the decisions made by the trustees, and shall have the decision posted on the Board and school website.
20. A decision made by trustees to implement a boundary adjustment shall be planned for **in consideration of FDK registration timelines** and implemented no sooner than the following school year.
21. Student transportation will be provided in accordance with the Board's Transportation Policy.
22. Notwithstanding any other provision contained herein, this policy shall not apply to any boundary reviews, changes or decisions that are made as a result of a school accommodation review pursuant to policy S.09. In the case of a conflict between this policy and the School Accommodation Review Policy (S.09), the School Accommodation Review Policy (S.09) shall take precedence.