

CURRENT POLICY

Title

Elementary School Attendance Boundary Policy (S.A. 03)

Cross Reference

- S.A. 01, Admission Policy
- S.T. 01, Transportation 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 and review the possible adjustments to 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.
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. Boundaries must employ an open, public consultative process similar to the process used in School Accommodation Review, whereby a Boundary Review Committee (BRC) consisting of parents/guardians, educators and Board officials is established.

For the school(s) which is (are) the subject of an attendance boundary review, and for any of the neighbouring schools included in

APPROVED POLICY

Title

Elementary School Attendance Boundary **Review** Policy (S.A. 03)

Cross Reference

- S.A. 01, Admission Policy
- S.T. 01, Transportation Policy
- **T. 07, Community Engagement 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.
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 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) meeting for**

the boundary review with the potential of being impacted, membership on the BRC shall include:

- Trustee;
 - School Superintendent;
 - Principal or designate;
 - One parent representative;
 - CSAC Chair or designate;
 - One student representative;
 - Pastor; and
 - Community representative.
5. The BRC will be deemed to be properly constituted provided that a majority of members are present. Quorum shall be established if a majority of the members of the Committee are present.
 6. The Director shall appoint a Principal who does not represent the area under study as Chair of the BRC.
 7. The School Superintendent shall identify the members of the BRC and formally invite each of them to participate on the BRC. The School Superintendent(s), or delegate(s), shall function as secretary of the BRC as well as in a resource capacity.
 8. The BRC shall seek input on boundary configuration options, and shall hold public engagement consisting of a minimum of two and a maximum of four public meetings. These meetings shall be open to the public, and advance notice shall be provided by the BRC consistent with the Community Engagement Policy.
 - a. The BRC shall ensure that a wide range of school and community groups are consulted, such as school councils, parents/guardians, school staff/administration, students, and the local community.
 - b. After the Board has approved and announced a boundary review, a minimum of 30 days must be allowed prior to the first public meeting.
 - c. The public consultation period shall be a minimum of 30 days, beginning with the first public meeting.
 - d. Extended school holidays such as spring and summer break, Easter, Thanksgiving and Christmas, shall not be considered part of the minimum 30 day public consultation period.

the purpose of reviewing and reaching a consensus on the boundary adjustment.

- Principal (or designate)
 - School Superintendent (or designate)
 - 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. **Meetings of the stakeholder committee shall be open to the public.**
 8. **A minimum of 30 days public notification shall be provided to the first meeting.**
 9. **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."
 10. **The School Superintendent(s) whose school is the subject of a boundary adjustment shall chair the meeting, and in leading the review process, shall establish the committee, shall arrange the meeting and provide notification of meeting to other stakeholders, shall prepare an agenda for the meeting (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.**
 11. **Administrative staff, including staff from the Planning and Facilities Departments and from the Toronto Student Transportation Group (TSTG), shall attend the meeting to provide expertise and resources, as necessary.**

9. Administrative staff shall be made available throughout the consultation process to provide the necessary expertise and resources. This shall include staff from the Planning and Facilities Superintendency, as well as representation from the Toronto Student Transportation Group.
10. The BRC shall ensure that all information relevant to the attendance boundary review is made public and available in advance of public meetings, both electronically and in print form. This information will also be posted to the Board website and other appropriate venues such as libraries, parishes, etc.
11. The BRC shall be provided with all relevant data in the possession of the Board in order to carry out its mandate, including the following:
 - a. Maps of the area;
 - b. Current enrolment data and demographic projections by program;
 - c. Maps and information on transportation;
 - d. School profile data, including capacities for each school under study.
12. The BRC shall ensure that all information that is technical in nature be provided and explained in plain language.
13. The BRC shall keep detailed notes or minutes reflecting the full range of boundary options expressed at public meeting(s) and shall make these minutes available to the public.
14. The BRC shall ensure that there is a process in place to respond to questions raised at the meeting(s) which could not be answered at the meeting(s).
15. A full transportation modeling study shall be undertaken by the Board to determine the impacts of a boundary on schools and students, and to determine associated costs to the Board. The results of the study will be provided to the BRC.
16. Board staff shall prepare boundary configuration option(s) for consideration by the BRC. These will be provided to members of the BRC prior to the first public meeting.

12. **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 transportation impact.**
13. **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.**
 - **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.**
14. **If consensus is achieved during the meeting:**
 - 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 and implemented no sooner than the following school year;**
 - iii. **staff shall undertake all things necessary to implement the changes.**

17. The BRC shall prepare a report detailing their preferred attendance boundary configuration option(s), along with recommendation(s), and submit the report to the Director of Education for review. The

completed report shall be made available to the public. The BRC report must take the following into consideration:

- a. Boundaries must be designed 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.
 - b. Boundaries must be constructed in such a fashion that schools affected by the imposition of a nearby boundary benefit to the fullest extent possible, both in terms of maximizing student enrolment and utilization of available classroom space.
 - c. Program offerings (e.g. French Immersion, Gifted, etc.) must be taken into consideration when developing boundaries, and as such, there could be more than one boundary associated with any given school(s) under review.
18. After receiving the BRC's report and boundary recommendations, the Director of Education shall prepare a report for consideration by the Board of Trustees in public session at a regularly scheduled meeting, regarding the BRC's recommendations, as well as staff comments and recommendations.
19. The Director of Education's report shall be made publicly available and posted on the Board's website in advance of the Board of Trustees' meeting at which it is to be considered.
20. Opportunity for public input regarding the BRC's report and the Director of Education's report shall be provided at a subsequent meeting of the Board of Trustees, which will hear and receive delegations as well as consider written submissions.
21. The Director of Education shall prepare a further report for consideration by the Board of Trustees in public session, regarding and responding to public input received and representations made at the previous Board meeting.

15. If the committee cannot achieve consensus at the meeting, the Director of Education shall prepare a report with recommendations for the consideration of Trustees at a regularly scheduled Committee or Board meeting.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. A decision made by Trustees to implement a boundary adjustment shall be planned for and implemented no sooner than the following school year.
22. Student transportation will be provided in accordance with the Board's Transportation Policy.
23. Notwithstanding any other provision contained herein, this Policy shall not apply to any boundary reviews, changes or

22. The Director of Education shall prepare a further report for consideration by the Board of Trustees in public session, regarding and responding to public input received and representations made at the previous Board meeting.
23. The Board of Trustees shall make a decision with regard to the boundary of the school(s) included in the attendance boundary review at a regularly scheduled meeting and shall notify the school community(ies) in writing of the Board's decision, and shall have the decision posted on the Board's website.
24. The final approved boundary map shall be distributed to the local City Councillor, local library, other community agencies, the Toronto Real Estate Board (TREB), through the Archdiocese to the parishes, maintained on the Board website and the profile of the school.
25. Any decision by the Board of Trustees to implement a boundary change shall be planned for and implemented no sooner than the following school year.
26. If, upon determination by the Director of Education that a boundary adjustment(s) is (are) minor (refer to note at the end of this Regulation) in nature, the Director of Education shall be authorized to effect such minor adjustment(s) to school boundaries in accordance with the following process.
 - i. One meeting shall be held for the purpose of reviewing and reaching a consensus on the boundary adjustment(s), such meeting to be attended by the following stakeholders from all schools impacted by the boundary adjustment (as applicable).
 - Principal or designate
 - School Superintendent or designate
 - CSAC Executive
 - Local Trustee(s)
 - Planning Staff
 - Transportation Staff
 - ii. The School Superintendent whose school is the subject of the boundary adjustment(s) shall chair the meeting, and in leading this process, shall arrange and provide notification of the meeting to others, ensure that a note-taker is present at the meeting, prepare an agenda for the meeting (as required) and provide all notification about the boundary adjustment(s)

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.

END OF APPROVED POLICY

reached by consensus.

- iii. If consensus is achieved at the meeting, staff shall undertake all things necessary to implement the changes.
- iv. If consensus cannot be achieved, the Director of Education shall prepare a recommendation report for the consideration of Trustees.

NOTE: For purposes of this Regulation, boundary adjustments are considered minor if the boundary adjustment impacts 15% or less of the school's population.

27. As per and subject to the Board's Admissions Policy (S.A.01), a student must have primary residence within the established boundary to qualify for admission to the school. All other students outside the boundary may apply to be placed on a wait list. Out of boundary students are not guaranteed placement and may be granted admission at the discretion of the school principal, in consultation with planning staff and the school superintendent, where space permits.
28. If requests exceed available space, subject to TCDSB Admissions Policy (S.A. 01), wait- listed students will be admitted based on date and time of application, subject to the following priorities:
- i. Priority 1 – Siblings of students already attending school, who will be returning for the following school year.
 - ii. Priority 2 – Students whose primary residence is situated within the fixed attendance boundary of the requested school.
 - iii. Priority 3 - Students attending licensed childcare, including licensed home childcare, within the fixed attendance boundary of the requested school.
 - iv. Priority 4 – Students receiving childcare within the fixed attendance boundary of the requested school.
 - v. Priority 5 – Students residing in the City of Toronto.
 - vi. Priority 6 – Students residing outside the City of Toronto.

Student transportation will be provided in accordance with the Board's Transportation Policy.

29. Pupils who have siblings already in the requested school and expected to be in the school for the next school year shall be

considered first priority for admission. Per S.A. 01, priority consideration does not apply for students residing outside the fixed attendance boundary of a school who have siblings enrolled in a regional or specialized program in the requested school, unless it is for enrolment in the regional or specialty program the school offers.

30. 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 (Policy No. S. 09), the School Accommodation policy shall take precedence.

END OF CURRENT POLICY

APPENDIX B