



RATIONALE:

In accordance with the School Act s.75.1, a Board must establish for each school in its district, except for a Provincial resource program, a catchment area consisting of a geographical area around the school. The catchment areas are defined by the Board and are subject to periodic review. A Board may amend the catchment area established for a school.

PROCESS:

Establishing School Boundaries

- Boundaries are established to manage enrolment at schools
- Boundaries are established to optimize capacity utilization for schools
- Boundaries are established in the interest of student safety, using major (arterial) roads and natural boundaries to define catchment areas whenever possible
- Boundaries should be established prior to requesting funding for capital projects
- School communities impacted by boundary changes will have the opportunity to provide feedback and input on proposed catchments

Reviewing school boundaries and recommending boundary adjustments

- Boundary changes to manage enrolment at schools will be recommended only when all other enrolment management tools have been considered including but not limited to:
 - Restricting out-of-catchment registration
 - Withdrawing non-district students at the end of the school year
 - Review of district programs located at schools under boundary review

PROCEDURES:

1. Establishing and Changing Catchment Areas

1.1 Catchment areas may be reviewed whenever:

- 1.1.1 A school cannot currently, or is forecast to not be able to, accommodate catchment students
- 1.1.2 A school is underutilized
- 1.1.3 A school is identified for permanent closure
- 1.1.4 A new school is opened



1.1.5 Other extraordinary or unusual circumstances as identified by the Superintendent

1.2 The catchment review will consider the following:

1.2.1 Current enrolment status

1.2.2 Forecast enrolment changes for 10 years

1.2.3 School capacity and utilization

1.2.4 Capital Plan Priorities

1.3 The following District and School staff may participate in the review process as determined by the Superintendent of Schools:

1.3.1 Principals of schools whose catchment boundaries are being reviewed

1.3.2 Director (s) of Instruction

1.3.3 Superintendent

1.3.4 Secretary Treasurer

1.3.5 Manager of Facilities and Transportation

1.4 The review process will include the following:

1.4.1 District staff inform the Finance and Facilities & Transportation Committee of proposed catchment changes or options for catchment changes. District staff will initiate a public consultation process. At least one public consultation meeting will be held to discuss the proposed changes.

The Superintendent or designate in conjunction with the Secretary-Treasurer will prepare a report with recommended changes to the Finance and Facilities & Transportation Committee. The report will be comprised of the following components:

- a) A description and graphical presentation of the recommended changes
- b) A rationale for the recommended changes
- c) Impact of the recommended changes
- d) Community feedback regarding the option(s) presented to the communities impacted by recommended changes
- e) A recommendation with respect to the sequence and timing for implementation of the boundary change
- f) A recommendation with respect to a communications plan.



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- 1.5** The Finance and Facilities & Transportation Committee will provide its recommendation(s) to the board.
 - 1.6** The Board will review the recommendations from the Finance and Facilities & Transportation Committee and determine whether or not to approve the recommendations.
 - 1.7** The Secretary-Treasurer will oversee the communication and implementation of the boundary change.
 - 1.8** The Director of Instruction(s) will ensure that appropriate updates are made to catchment area maps.
 - 1.9** The Director of Instruction(s) will ensure that any necessary changes to enrolment procedures are implemented and tracked.
 - 1.10** The school Principal will be responsible for informing the school community when changes are made to the school catchment area.