



## SCHOOL CATCHMENT AREA REVIEW

### GOVERNANCE POLICY

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#### 1.0 PRINCIPLES

- 1.1. This policy describes the South Shore Regional Centre for Education's (SSRCE) responsibility and procedures with respect to planning and revising school catchment areas.
- 1.2. The South Shore Regional Centre for Education (SSRCE) is committed to ensuring an informed, comprehensive process when revising school catchment areas so that full and deliberate care is taken in providing the best possible outcome and that the interests of students, community, and the region overall are balanced and well-served.
- 1.3. School Catchment Area Review will only occur during a SSRCE approved School Review.
- 1.4. The following principles will be applied by the School Options Committee (SOC) (but not limited to) when considering the revision of school catchment areas as part of the Provincial School Review Policy:
  - 1.4.1 Optimizing travel times for students to and from school.
  - 1.4.2 Safety of students is a priority for SSRCE and will be a factor in proposing school catchment area revisions that support walking distance where practical;
  - 1.4.3 Providing a safe, efficient, and cost-effective transportation system for students;
  - 1.4.4. Recommendations will demonstrate effective and efficient management of SSRCE resources;
  - 1.4.5 Any recommendations coming forward from an SOC will include rationale based on the above principles.

#### 2.0 POLICY FRAMEWORK

- 2.1 The School Catchment Area Policy will align and comply with the following:
  - 2.1.1 *Nova Scotia Education Act and Regulations*;
  - 2.1.2 Department of Education and Early Childhood Development (EECD) *School Review Policy*
  - 2.1.3 Department of Education and Early Childhood Development (EECD) *School Transportation Policy*, September 2020

2.1.4 SSRCE Policy 210 *Student Transfers*

2.1.5 SSRCE Policy 265 *Change to Start/End of School Day*

### **3.0 RECOMMENDATION FOR A CATCHMENT AREA REVIEW**

- 3.1 A catchment area review may be recommended as one outcome in a School Review to respond to recommendations from the Long Range Outlook for any of the following reasons or circumstances:
  - 3.1.1 Reorganization of catchment areas involving a school or group of schools to enhance safe, efficient, and cost-effective transportation system for its students;
  - 3.1.2 Reorganization involving a school or group of schools to enhance program or learning opportunities for students;
  - 3.1.3 To accommodate grade configuration;
  - 3.1.4 To respond to changes in demographics;
  - 3.1.5 To respond to the permanent closure of a school(s);
  - 3.1.6 To respond to new school construction.
- 3.2 Recommendation of catchment area revisions that will impact adjacent families of schools not included in an SOC terms of reference may be included in final recommendations to the SSRCE.
- 3.3 Any recommendation to change catchment areas of an adjacent family will be considered following discussion with the adjacent school advisory council (SAC) and include one public meeting.

### **4.0 POLICY REVIEW**

This policy will be reviewed every five (5) years or on an as needed basis.

### **5.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## **SCHOOL CATCHMENT AREA REVIEW**

### **ADMINISTRATIVE PROCEDURES**

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#### **1.0 ALLOCATING NEW RESIDENTIAL DEVELOPMENTS TO SCHOOL CATCHMENT AREAS**

- 1.1 The SSRCE Operations Department will update school catchment areas to reflect new streets and civic addresses included in a newly developed residential area to a school's catchment area.
- 1.2 Recommendations of new street assignments and any resulting catchment area adjustment will be reported to the Regional Executive Director and the Senior Team for information.
- 1.3 The responsibility for transportation of students is in accordance with Provincial *School Transportation Policy*.

#### **2.0 RECOMMENDATIONS FOR A CATCHMENT AREA REVIEW**

- 2.1 Staff must submit a report to the Regional executive Director at the time of requesting a School Review which includes the following:
  - 2.1.1 Rationale for the School Review referencing information provided in the long-range outlook plus other relevant information. This could include catchment area review;
  - 2.1.2 A proposed timeline for the review;
  - 2.1.3 A draft Terms of Reference for the School Options Committee (SOC).

#### **3.0 DUTIES AND RESPONSIBILITIES OF COMMITTEE**

- 3.1 The School Options Committee is responsible for:
  - 3.1.1 Completion of the catchment review in adherence to the catchment review Policy and Procedures.
- 3.2 According to the Provincial School Review Policy guidelines, the Regional Executive Director determines which school board staff sit on the SOC as non-voting members.

#### **4.0 PUBLIC NOTICE AND COMMUNITY ENGAGEMENT**

- 4.1 Upon approval of a school review, public notice will be provided to the communities/areas served by the potentially impacted schools;
- 4.2 Opportunities for public input will be scheduled, as part of the School Review process.

#### **5.0 REPORT TO THE SSRCE**

- 5.1 Recommendations regarding catchment area changes will be reported to the SSRCE Senior Team for decision.
- 5.2 Recommendation of catchment area revisions that will impact adjacent families of schools not included in an SOC terms of reference may be included in final recommendations to the SSRCE Senior Team.
- 5.3 Any recommendation to change catchment areas of an adjacent family will be considered following discussion with the adjacent school advisory council (SAC) and include a minimum of one public meeting.

#### **6.0 PROCESS TIMELINE**

- 6.1 School Review, which may include catchment area, may be initiated at any time and does not have to coincide with a particular calendar date;
- 6.2 Upon approval of a School Review, the School Options Committee will meet following the timeline indicated in the Provincial School Review Policy.

#### **7.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

## Appendix A Definitions

Catchment	The limits established and used through SSRCE demographics software to describe the perimeter of a geographic area, or catchment area, assigned to a specific school.
Catchment Review	A formal process of assessing enrolment catchment areas for existing schools to determine the impact of changing a catchment area, and to make recommendations for catchment area revisions based on the assessment.
Catchment Area	The total area of streets and civic addresses within a school boundary.
Community Engagement	A process that provides an opportunity for communication between the school review committee and community members, or the SSRCE and community members.
Grade Configuration	The grades assigned to a school. Example: Grade Primary to Grade 6.
School Options Committee	A multi-stakeholder committee formed to support the SSRCE in conducting a school review; its work is governed by a mandate given to it by the SSRCE.
Walking Distance	A term applied to the Provincial walking distance which informs the EECD <i>School Transportation Policy</i> . Elementary walking schools: Schools where infrastructure, such as sidewalks and/or crosswalks are in place and the distance from the school to the student's residence or daycare/childcare provider is 1.6 kms. Middle & Senior high walking schools: Schools where infrastructure, such as sidewalks and/or crosswalks are in place and the distance from the school to the student's residence is 3.6 kms.