

HWDSB

Policy Committee

September 11, 2019

Room 340-D

Hamilton-Wentworth District School Board

20 Education Court, P.O. Box 2558

Hamilton, ON L8N 3L1

AGENDA: 5:30 p.m.

1. Call to Order
2. Approval of the Agenda

Policy Reviews:

Facilities

3. Boundary Review
4. Inclement Weather & Board Cancellations

Finance

5. Transportation

6. Adjournment – next policy meeting: October 9, 2019

Subject:

Boundary Review

Executive Council Member Responsible:

Stacey Zucker,
Associate Director, Support Services



ISSUE

Boundary Review policy is up for its cyclical 4 year review. Minor changes have been made to the policy including updating the Guiding Principles and clarifying the steps that staff will take once a boundary review has been initiated (under Action Required).

RECOMMENDATION(S)

Staff are recommending to the Trustees on the policy committee, that the Boundary Review Policy be recommended for approval.

Boundary Review

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in optimizing and ensuring the effective and efficient use of all facilities to support student achievement.

GUIDING PRINCIPLES:

- Address the short- and long-term accommodation requirements of the impacted communities in a timely manner;
- Be mindful of the best and most prudent use of all resources available to HWDSB;
- Adhere to the guiding principles as defined in the Long-Term Facilities Master Plan including optimal school capacity, grade organization, transportation, facility requirements, site size and the balance between French Immersion and English track students in dual track schools ([Facilities Master Plan | Hamilton-Wentworth District School Board](#)).
- Consult with the impacted school communities to gain further insight into the boundary recommendation(s).
- Be mindful of the distance to the nearest school and the ability for students to safely travel to school.

INTENDED OUTCOMES:

To validate or amend boundaries to support and optimize the effective and efficient use of all facilities.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Long-Term Facilities Master Plan: A comprehensive planning document illustrating the condition and utilization of current facilities, and possible accommodation solutions designed to enhance student achievement.

ACTION REQUIRED:

A boundary review, outside of the accommodation review process, shall begin under the following circumstance:



Boundary Review

Date Approved: XXXX

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- Initiated through the Long-Term Facilities Master Plan, upon Board approval;
- or
- Recommendation from a Superintendent of Student Achievement, upon Board approval;
- or
- Initiated through the Board of Trustees.

Once a boundary review has been initiated, staff will take the following steps:

- **Create the Boundary Review Advisory Panel:** The mandate of the Boundary Review Advisory Panel is to advise the Superintendent of Student Achievement through the process of discussions and inquiries on HWDSB staff recommendations and information provided to them after reviewing the guiding principles, receiving community input and providing local expertise. The Superintendent of Student Achievement, in conjunction with the Planning and Accommodation Division, will then make a recommendation(s) for Board approval. The panel shall consist at a minimum of the Superintendent of Achievement for the affected schools, Ward Trustee(s), Principal(s), members of School Council and Home & School Association (where they may exist), and Planning & Accommodation staff.
- **Conduct a community consultation:** Consisting of a public meeting(s) to allow the community an opportunity to provide input regarding the proposed recommendation(s).
- **Review data from the community consultation:** Consisting of the review of community feedback prior to formulating the final recommendation(s) to be presented at a Board Finance & Facilities Committee meeting.
- **Seek Board approval:** Consisting of the presentation of the recommendation(s), as well as the results of the community consultation, to the Board for their approval.

PROGRESS INDICATORS:

Intended Outcome	Assessment
To validate or amend boundaries to support and optimize the effective and efficient use of all facilities.	This will be measured by monitoring and planning for pupil accommodations through the Long-term Facilities Master Plan and by looking at: <ul style="list-style-type: none"> • Declining, increasing and shifting enrolments • Current funding and operational realities • Changing educational and program objectives • Physical limitations of schools and sites.

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REFERENCES:

HWDSB Policies

Use of Board Facilities

Pupil Accommodation Review

Subject: Inclement Weather

Executive Council Member Responsible: Manny Figueiredo,
Director of Education



ISSUE

Inclement Weather and Board Cancellations policy is up for its cyclical 4 year review. No changes have been made to the policy.

RECOMMENDATION(S)

Staff are recommending to the Trustees on the policy committee, that the Inclement Weather and Board Cancellations Policy be recommended for approval.



Inclement Weather and Board Cancellations

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring the safety and well-being of all students and staff. Inclement weather, extreme temperature, emergency condition, or a City of Hamilton emergency may occasionally result in the delay or cancellation of transportation services and/or the closure of schools.

GUIDING PRINCIPLES:

- The decision to close schools, cancel board operations or cancel student transportation services shall be at the discretion of the Director of Education or designate, in consultation with the Director of Hamilton-Wentworth Catholic District School Board and the General Manager of the Hamilton-Wentworth Student Transportation Services (HWSTS).
- Decisions are made in interests of safety for students, staff and bus drivers.
- HWDSB covers a large geographic size that may experience varied weather patterns. HWDSB will make system-wide decisions regarding transportation or closure of schools and board operations, except in the case of emergencies as defined in the terminology section.
- HWDSB will communicate the cancellation of regular home to school transportation services and/or the closure of schools and board operations, due to inclement weather, extreme temperature, emergency condition, City of Hamilton emergency, or any other reason. HWDSB will share this communication with parents, students and staff through various media sources.
- It is always the choice of the parents/guardians regarding whether or not it is safe for their children to attend school.

INTENDED OUTCOMES:

To ensure the safety of students, staff, bus drivers and other building occupants where events result in instances of inclement weather, extreme weather, emergency condition, or City of Hamilton emergencies.

RESPONSIBILITY:

Director of Education or designate

TERMINOLOGY:

City of Hamilton Emergency: Any situation within the city limits of Hamilton where the City of Hamilton has officially invoked its Emergency Plan.



Inclement Weather and Board Cancellations

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Emergency Condition: A breakdown in essential services, such as, but not limited to hydro, heat and/or water, or other conditions whereby the safety of students, staff and other building occupants would be compromised.

Extreme Temperature: Weather that does not warrant the declaration of an inclement weather day. Extreme temperature includes but is not limited to, extreme cold weather with wind chill or extreme hot weather with high humidex.

Inclement Weather: A day where road or weather conditions make it dangerous to safely operate a school bus or private vehicle.

ACTION REQUIRED:

The decision to cancel School and Board Administrative Operations is difficult to make. Therefore, the decision to remain open or to close is always made with the safety and security of students, staff and bus drivers in mind. Inclement weather days will always result in cancellation of school and board operations, as well as transportation.

Board staff will maintain procedures surrounding:

- The decision to cancel all school and board operations and transportation;
- The decision to cancel individual school or board operations;
- The decision to cancel transportation due to extreme temperatures.

PROGRESS INDICATORS:

Intended Outcome	Assessment
To ensure the safety of students, staff, bus drivers and other building occupants where events result in instances of inclement weather, extreme weather, emergency condition, or City of Hamilton emergencies.	This policy will be measured through the Hamilton-Wentworth Student Transportation Services annual Transportation Consortium Update provided to the Board of Trustees each fall and communication through the Director or designate to stakeholders.

REFERENCES:

Government Documents

Education Act – 19(1)



Inclement Weather and Board Cancellations

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- HWDSB Policies**
- Use of Board Facilities
- Transportation Policy

Subject: Transportation

Executive Council Member Responsible: Stacey Zucker,
Associate Director, Support Services



ISSUE

The transportation policy is before the committee to consider a change to the walk distance for Kindergarten students in order to align with the co-terminus board.

RECOMMENDATION(S)

Staff is recommending a change to the eligibility in the policy in order to reduce the driver shortages. For the purposes of this report, staff have recommended an increase in the Kindergarten walk distance from 1.0 to 1.2 km to bring it in line with the co-terminus board.



Transportation

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in providing the best possible learning environment for its students. This includes providing safe, secure and on-time transportation to and from school for eligible students that is cost-effective and efficient.

GUIDING PRINCIPLES:

HWDSB recognizes:

- The value of providing transportation services to eligible students that is safe, timely, effective and efficient.
- The importance of students arriving at school ready to learn;
- That parents share in the responsibility for the safe arrival of their children to and from school;
- That safety is also a joint responsibility of communities, municipalities and policing authorities; and
- That students' are responsible to their school principal for their conduct on the bus, in accordance with all applicable Board policies and procedures, as school buses are an extension of the school.

INTENDED OUTCOMES:

When providing transportation, HWDSB will take steps to:

- Ensure the board can provide safe, timely, effective and efficient transportation services.
- Ensure transportation services support the strategic directions of HWDSB.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Community Stop: A Community Stop is a common area for student pickup and drop offs which may include, but are not limited to: parks, schools and places of worships.

Courtesy Transportation: Additional riders, who would normally be ineligible, are accommodated on the school bus without any increase in cost or negative impact on current service.

Executive Council: Consists of Superintendents and the Director of Education. Executive Council is responsible for the overall operations of HWDSB.



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Parent: This includes parents, guardians and caregivers.

Secondary Specialized Learning Programs: Are unique, innovative learning programs in focused areas, designed to engage students who have differing educational interests. These programs complement subject/courses consistent with the Ontario Curriculum, however, offer specialized learning opportunities that develop skills with greater depth and intensity. In secondary schools, the courses attached to these programs will be credit granting.

Tier 3 Alternative System Programming: Expectations that outline learning related to skill development in areas represented in the Ontario Curriculum or areas not represented in the Ontario Curriculum (ex. social skills).

ACTION REQUIRED:

For all operating procedures regarding transportation, please visit Hamilton-Wentworth Student Transportation Services (HWSTS) Policies and Procedures page at <http://bit.ly/2a9THEG>.

Eligibility

Students residing in all urban and rural areas as defined by the City of Hamilton Official Plan will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

Elementary School	Kindergarten	1.2 km
Elementary School	1-8	1.6 km
Secondary School	9-12	3.2 km

Method

HWSTS will determine the method of transportation in consultation with Executive Council. The methods may include but are not limited to, traditional yellow-and-black school buses, school purpose vans and the Hamilton Street Railway Transit (HSR).

Safety

Extraordinary circumstances related to safety hazards, including lack of a safe walkway to and from school, may warrant an exception to the walking distances for the determination of transportation service eligibility.

The scheduled length of time on a vehicle provided through HWSTS shall not exceed 60 minutes one way.



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Parents of Kindergarten students are required to accompany and remain with the student until picked up by the vehicle. No Kindergarten student will be left unattended at a pickup point. Parents/guardians are also required to be on time and present at the drop off point to receive their Kindergarten students.

Courtesy Transportation

Courtesy Transportation may be provided to students at no cost to the Board, subject to the Courtesy Transportation Procedure, by the first week of October on an annual basis.

Special Education

Transportation services will be dependent on an assessment of the individual student's physical and/or mental capabilities. See also Tier 3 Alternative System Programming.

Barriers to Student Achievement

Executive Council will have the discretion to provide transportation to support student success, based on available funding.

Program Priority

Notwithstanding statements elsewhere in this policy, transportation services are provided for the following program priorities:

- French Immersion – using Community Stops
- Secondary Specialized Learning Programs
- Tier 3 Alternative System Programming

The method of transportation provided for the above program priorities to a student's in-catchment school will be determined based on available funding and safety.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure the board can provide safe, timely, effective and efficient transportation services.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.
Ensure transportation services support the strategic directions of HWDSB.	This will be measured through the HWSTS annual Transportation Consortium Update, given to the Board of Trustees every fall.

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REFERENCES:

Government Documents

Child, Youth and Family Services Act

Other Related Documents

Hamilton-Wentworth District School Board's Program Strategy

Hamilton-Wentworth Student Transportation Services Procedures