

ADMINISTRATIVE PROCEDURE #108

BOUNDARY ADJUSTMENTS

BACKGROUND

School boundary adjustments are essential for ensuring equitable access to education and efficient use of District facilities. This procedure applies to all schools within the District and governs the process for initiating, reviewing, and implementing boundary changes.

PROCEDURES

1. Guiding Principles

- a. Optimize school capacity and prevent overcrowding or underutilization.
- b. Ensure student safety by using appropriate geographic boundaries.
- c. Engage communities through transparent consultation.
- d. Minimize disruption for families and maintain equity.

2. Conditions for Review

Boundary adjustments may be considered when:

- a. A school cannot accommodate catchment students now or in the forecast period.
- b. A school is underutilized.
- c. A new school opens or an existing school closes.
- d. Significant demographic shifts occur.

3. Roles and Responsibilities

- a. Board of Education: Approves all boundary changes.
- b. Superintendent or designate: Initiates reviews and submits recommendations.
- c. Long Term Planning Committee: Provides enrolment data and projections and provides initial report.
- d. Communications Team: Coordinates public engagement.

PROCESS

Step 1 – Initiation and data Analysis

Long Term Planning Committee reviews current enrolment, 10-year projections, and school capacities and provides report with recommendations to the Superintendent.

Step 2 – Review

Superintendent or designate reviews report and considers recommendations to determine if process will continue.

Step 3 – Initial Recommendation

If recommendations are accepted, the superintendent or designate will report to the Board with proposed changes, rationale, and public consultation plan.

Step 4 – Public Consultation

1. Provide minimum 3-month public notice.
2. Host public meetings, surveys, and online engagement as determined by District personnel.

Step 5 – Final Recommendation

Superintendent or designate submits final report to the Board with proposed changes and rationale.

Step 6 – Board Decision

Following final report, the Board approves or rejects recommendations via formal resolution.

Step 7 – Implementation

1. Determine implementation date.
2. Communicate changes to affected families.
3. Update school locator tools and District maps.

Step 8 – Communication Strategy

1. Publish updates on District website.
2. Send letters/emails to affected families.
3. Provide FAQs and contact information for inquiries.

Date Adopted: 2026-06
Date(s) Revised:

Cross References: