



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name:** Student Accommodation Planning  
**Section:** Business and Administrative Services

**Policy Code:** BA-7.1

Established: January 20, 2000

Revised or

Reviewed: October 27, 2005; November 25, 2010; October 23, 2014; January 28, 2020;  
October 24, 2023

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### 1. POLICY STATEMENT

The Kawartha Pine Ridge District School Board recognizes the importance of providing school accommodation for students which will optimize and support the learning environment. The Board is committed to providing school facilities which offer healthy student learning and work environments and promote a sense of belonging. Further, the Board will create conditions that meet our students' unique needs, support transitions and open doors to new directions and destinations.

### 2. OBJECTIVE

This policy formally establishes the Board's priorities related to student accommodation planning, together with outlining the measures the Board will utilize to manage fluctuations in student enrolment across the system.

### 3. DEFINITIONS

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Board of Trustees

The elected governance branch of the Board.

#### Closed Classroom

Closed Classroom refers to a classroom or instruction space that has been deemed surplus to the school's instructional needs and is closed to staff and students.

#### Holding Area

A holding area is a geographically defined region that is subject to development application(s) (e.g., draft plan of subdivision, site plan application) that will generate residential units and is projected to generate a student yield that the local neighbourhood school(s) cannot accommodate. Holding areas are temporarily assigned to holding school(s) with available facility and site capacity.

**Holding School**

A holding school is a facility that holding areas are assigned to attend temporarily. Holding school(s) are not intended to be a long-term accommodation solution. Some holding schools may serve multiple holding areas over time based on their ability to accommodate student enrolment. Some holding areas may be geographically redefined over time and assigned to more than one holding school.

**Long Term Accommodation Plan (LTAP)**

The Long Term Accommodation Plan (LTAP) is a comprehensive planning document illustrating the utilization of current facilities, and possible accommodation initiatives to address the changing demographics of the Board with consideration of the Board's Strategic Plan. The LTAP is updated annually.

**MOE**

Ministry of Education

**On-The-Ground Capacity (OTG)**

On-The-Ground Capacity (OTG) refers to the Ministry of Education recognized pupil place capacity of the school building, which may include additions, or alterations to the school building. This figure is recognized as the operating capacity of the school. This figure does not include portables or stand alone portapaks.

**Overflow Schools**

An overflow school refers to the school that an overflow student has been directed to for a specified period.

**Overflow Student**

Overflow student refers to a student(s) that has been directed from their home school to an overflow school.

**Portable Classroom**

Portable classroom refers to a portable building installed at a school to temporarily provide additional classroom space where there is a shortage of capacity. Portable classrooms are designed, so they may be removed once the capacity issue abates, whether by a permanent addition to the school, another school being opened in the area, or a reduction in student population.

**School Attendance Area (also referred to as School Boundary or School Catchment)**

School attendance area refers to the geographical area where the boundaries of which are designated by board motion to provide for the educational needs of the students in the area. If a specialized program(s) is also located in the school, then students who register in that program(s) may live outside of the school's attendance area.

**4. APPLICATION**

This policy applies to all employees involved in the planning and provision of student accommodation.

**5. RESPONSIBILITY**

- 5.1 The Board of Trustees is responsible for establishing and approving Board policies.
- 5.2 The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.
- 5.3 Superintendent, Business and Corporate Services, or designate, is responsible for the guidelines and directives in this policy and related administrative regulations.
- 5.4 The family of schools superintendents are responsible for the implementation of this policy and related administrative regulations, and to review the guidelines and directives in this policy and related administrative regulations with school administration.
- 5.5 School principals are responsible for understanding and implementing the guidelines and directives in this policy and related administrative regulations.
- 5.6 Planning Services is responsible for supporting senior administration and school principals with the implementation of this policy and related administrative regulations.

**6. POLICY**

KPR will develop accommodation options with consideration for MOE capital funding formulas and the Board's Long Term Accommodation Plan (LTAP). KPR will review its school accommodation capacities on a regular basis. This ensures the efficient use of space which allows the Board to deliver equitable and effective program offerings in environments across its jurisdiction that enhance learning opportunities and well-being for students.

The Board will employ different strategies to manage accommodation pressure over the short and long term, which include, but are not limited to:

- collapse specialized classrooms (e.g., music, French, special education),
- close schools to out-of-boundary students,
- utilize non-traditional classroom space,
- utilize portable classrooms,
- redistribute grade cohorts or programs to other area schools,
- employ enrolment caps and establish overflow schools,

- establish holding areas and holding schools, and/or
- review and adjust school attendance areas.

### **6.1 School Attendance Areas**

Each school has a defined attendance area, which is appropriately sized to accommodate sustainable student enrolment. Attendance areas will be established in such a way as to balance enrolment, achieve program continuity, and minimize transportation costs. Attendance areas are subject to change based on enrolment trends, construction of new schools, program changes and alignment of elementary and secondary boundaries.

An attendance area review will consider the Board's changing enrolment patterns, school accommodation requirements and school facility utilizations. The Board will assess existing school attendance area boundaries to determine whether a reconfiguration of boundaries would serve the best interests of the students and the board over the long-term.

Administrative Regulation BA-7.1.1, School Attendance Areas, provides guidelines and expectations concerning the establishment and review of school attendance areas.

An attendance area review is an exemption to an accommodation review process in accordance with Board Policy BA-1.2, Pupil Accommodation Review: School Closure/Consolidation, and the Ministry of Education (EDU) Pupil Accommodation Review Guideline (2018).

### **6.2 Student Transfers**

The Board recognizes that parents and students may wish to choose a school which lies outside of the home school's attendance area. The Board will consider a choice of schools within a framework that maintains the effective operation of the school system. Administrative Regulation BA-7.1.2, Student Transfers, provides guidelines and expectations when considering student transfer requests.

### **6.3 Holding Areas and Holding Schools**

Enrolment yield from new residential development can result in schools exceeding their total available capacity, including a sites ability to accommodate temporary capacity (i.e., portables). KPR may temporarily reassign a designated geographical area(s) or development(s) to a school with space to accommodate students. Administrative Regulation BA-7.1.3, Holding Areas and Holding Schools, outlines the procedures that will be followed in establishing holding areas and holding schools.

#### **6.4 Overflow Schools**

Student enrolment numbers and classroom utilization can fluctuate year to year. In the case that the designated home school or specialized program does not have the space available to accommodate the student(s), KPR may temporarily direct new student registrations to attend a school other than their designated home school or specialized program. Administrative Regulation BA-7.1.4, Overflow Schools, outlines the procedures that will be followed in establishing overflow schools and directing/recalling students to/from overflow schools.

#### **6.5 Portable Classrooms**

The Board recognizes the importance of portable classrooms as a viable solution for accommodating students on a temporary basis when the school's OTG has been exceeded. The Board is committed to continuing to use and maintain portable classrooms to provide safe classroom environments that are conducive to student learning. Administrative Regulation BA-7.1.5, Portable Classrooms, outlines the procedure for the request and allocation of portables.

#### **6.6 Closed Classrooms**

The Board is responsible to ensure the effective utilization of school accommodations. As such, an annual assessment of instructional accommodation needs of individual schools will be completed. Classrooms or other instructional spaces that are determined to be surplus to the accommodation needs of the school, may be designated as closed. Administrative Regulation BA-7.1.6, Closed Classrooms, will outline the procedures to be followed in closing and re-opening classrooms.

### **7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-8.1, Student Eligibility](#)

[BA-1.2, Pupil Accommodation Review: School Closure/Consolidation](#)

[ES-3.15, French Language](#)

Administrative Regulations:

[BA-7.1.1, School Attendance Areas](#)

[BA-7.1.2, Student Transfers](#)

[BA-7.1.3, Holding Areas and Holding Schools](#)

[BA-7.1.4, Overflow Schools](#)

[BA-7.1.5, Portable Classrooms](#)

[BA-7.1.6, Closed Classrooms](#)

Other Documents:

[Kawartha Pine Ridge District School Board Long Term Accommodation Plan](#)

**8. REFERENCE DOCUMENTS**

Legislation:

[Education Act, section 171\(1\).7](#)