



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Overflow Schools **Regulation Code:** BA-7.1.4
Section: Business and Administrative Services **Policy Code Reference:** BA-7.1

Established: October 24, 2023

Revised or

Reviewed:

1. OBJECTIVE

Student enrolment numbers and classroom utilization can fluctuate year to year. Overflow schools may be utilized in the situation where the designated home school or specialized program does not have the space available to accommodate the student(s). In such cases, Kawartha Pine Ridge District School Board (KPR) may temporarily direct new student registrations to attend a school other than their designated home school or specialized program. This administrative regulation outlines the procedures that will be followed in establishing overflow schools and directing/recalling students to/from overflow schools.

2. 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.

Home School

Home school refers to the school the Board assigns a student to attend for regular programming (i.e., English track) based on the location at which the student resides. Students are expected to attend their home school, unless they are registered in a specialized program (e.g., French Immersion, Integrated Arts, International Baccalaureate) located outside the attendance area of their home school.

Overflow

Overflow refers to situations in which the Board directs students to attend a school other than their designated home school or specialized program when the home school or specialized program grade level is at capacity and can no longer accept students.

Overflow School

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 new student registration that has been directed from their home school to an overflow school.

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 of Trustees 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.

Specialized Program

A specialized program is a program which students may choose to attend. A specialized program is not Ministry-mandated, but offered by the Board and may or may not be located at the student's designated home school. Examples of specialized programs that may be offered by the Board include, but are not limited to, French Immersion/Extended French, International Baccalaureate, Integrated Arts, etc.

3. APPLICATION

This administrative regulation applies to the family of schools superintendents, school principals, Planning Services staff and school communities.

4. RESPONSIBILITY

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

Family of schools superintendents are responsible to support principals with the accommodation of students in overflow schools, as required.

Principals are responsible for processing student registrations in overflow schools and to determine when it is appropriate to recall the overflow student. Principals are also responsible to communicate with affected families.

Planning Services is responsible for supporting the family of schools superintendent and school principals.

5. PROCEDURE

5.1 In consultation with senior administration and Student Transportation Services of Central Ontario, the family of schools superintendent(s) and Planning Services will identify schools that may not be able to accommodate the projected student enrolment. The family of schools superintendent(s) will communicate with the school principal(s) indicating that students may need to be directed to an overflow school.

- 5.2 In consultation with senior administration, the family of schools superintendent(s) and Planning Services staff will identify the overflow school. The affected school principal(s) will be notified of the overflow school designation.
- 5.3 The school principal will notify the family of schools superintendent, if,
 - 5.3.1 individual classes have exceeded acceptable enrolment levels, or
 - 5.3.2 timetables cannot be created for a student at a secondary school.
- 5.4 The family of schools superintendent(s) will identify the overflow students, and direct overflow students to attend the overflow school when,
 - 5.4.1 individual classes have exceeded acceptable enrolment levels, or
 - 5.4.2 timetables cannot be created for a student at a secondary school.
- 5.5 The designated home school principal will register the overflow student at their designated home school and complete the Student Overflow Form (Appendix A), which will be date and time stamped. The copy of the form will be provided to Planning Services and the overflow school principal.
- 5.6 The overflow school principal is responsible for notifying Student Transportation Services of Central Ontario to arrange transportation to the overflow school, where necessary.
- 5.7 As spaces become available at the designated home school, the principal will recall students in the order that they were overflowed.
 - 5.7.1 The overflow student may choose to attend their designated home school or continue to attend the overflow school for the remainder of the school year.
 - 5.7.2 If a student wishes to remain at the overflow school in subsequent school years, the overflow student would than be considered out-of-boundary and would be required to apply for a student transfer as per Board Policy BA-7.1, Student Accommodation Planning, and Administrative Regulation BA-7.1.2, Student Transfers.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-7.1, Student Accommodation Planning](#)

[BA-8.1, Student Eligibility](#)

Administrative Regulations:

[BA-7.1.2, Student Transfers](#)

7. REFERENCE DOCUMENTS

Legislation:

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

8. APPENDICES

[Overflow Schools: Appendix A: Student Overflow Form](#)