



**KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD**

**ADMINISTRATIVE REGULATION**

**Regulation Name:** [Name]  
**Section:** [Section]

**Regulation Code:** [X-0.0.0]  
**Policy Code Reference:** [X-0.0]

Established: [Date established]

Revised or

Reviewed: [Date(s) administrative regulation was revised or reviewed]

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**1. OBJECTIVE**

[A brief statement of what the procedure is intended to achieve.]

**2. DEFINITIONS**

[Provide, in alphabetical order, explanation of key words, phrases, abbreviations and acronyms that are relevant to the operationalizing of the regulation. For example:]

MOE

Ministry of Education

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

**3. APPLICATION**

[Identify internal / external stakeholders to whom the policy applies; note if there are any exceptions. Specify if the policy primarily staff-facing, student-facing, community-facing or system-wide.]

**4. RESPONSIBILITY**

[Identify which department and/or administrative area at the Board has principal responsibility. Clearly outline any shared or differing responsibilities.]

**5. PROCEDURE**

[This section should contain the procedure and processes to be followed by staff, students, parents or others.]

Numbering

5.1 ?

5.1.1 ?

5.1.1.1 ?

5.2 ?

5.2.1 ?

**6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

[List in alpha-numerical order, any other Board policies or Administrative Regulations with a common connection, or other associated Board documents, guidelines, or protocols, linked to the document in question. For example:]

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

Procedural Documents:

[Concussion Safety Guidelines](#)

**7. REFERENCE DOCUMENTS**

[List in alphabetical order any legislation or other documents referenced in the body of the policy. For example:]

Legislation:

Education Act, sections xx (x)

Ontario Regulation xxx [title]

Other Documents:

Ministry of Education, Policy and Program Memoranda [title]

**8. APPENDICES**

[List supplementary documents, if included with the regulation:]

Appendix A [title, same as on actual appendix], [brief description, if required]