



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Portable Classrooms **Regulation Code:** BA-7.1.5
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. The use of portable classrooms can manage these fluctuations on a temporary basis. This administrative regulation outlines the procedures that are intended to guide the placement, configuration and utilization of portable classrooms.

2. DEFINITIONS

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.

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.

Portapak Classrooms

Portapak classrooms refers to a series of portable classrooms (usually no less than six) which are joined by a common roof and hallway, which may or may not be connected to the school building. Portapaks are intended for medium-term use.

3. APPLICATION

This administrative regulation applies to all school sites.

4. RESPONSIBILITY

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

The Superintendent, Business and Corporate Services and the Executive Officer, Facilities Services has responsibility for administering this regulation.

5. PROCEDURE

5.1 Portable Classroom Allocation Process

- 5.1.1 Planning Services will complete a system-wide accommodation study each year showing student enrolment, enrolment projections, school programming and school capacity.
- 5.1.2 Planning Services will review the space availability with the school principals (i.e., surplus and shortage).
- 5.1.3 Draft class organizations/class size will be completed by the responsible family of schools superintendent and shared with Planning Services. This will be used to determine classroom requirements. Class organizations may continue to be updated; therefore, Planning Services will adjust potential portable requirements accordingly.
- 5.1.4 Planning Services in consultation with Facilities Services will determine the required changes to portable needs by individual school sites. These potential changes will be circulated to Procurement and Central Services, Custodial Services, Information and Communications Technology (ICT) and school principal(s).
- 5.1.5 Facilities Services will assess the options for annual portable replacements, relocations and/or removals.
- 5.1.6 Facilities Services, in consultation with the school principal, will determine the location of the pending placement or removal of a portable on the school site.
- 5.1.7 Procurement and Central Services will also be notified to address furniture requirements based on the assigned grade level. School principals releasing or receiving portables are responsible to contact Procurement and Central Services in order to coordinate furniture/storage requirements.
- 5.1.8 Custodial Services will be notified to ensure school custodial staffing requirements are met.
- 5.1.9 Portable requirements (additions, removals and surplus) are communicated to school principals.
- 5.1.10 Manager, Construction and Engineering Services, with support from Planning Services will process and coordinate the required municipal

applications and approval process for site plan, building permit, demolition, etc.

- 5.1.11 In the event there is a difference of opinion or a special request from the principal, the family of schools superintendent and Superintendent, Business and Corporate Services, will make the final determination.

5.2 Placement

5.2.1 Site Considerations:

- 5.2.1.1 permanent existing structures preventing access (e.g., garbage dumpsters, electrical transformers, mature trees, other buildings, property fences, etc.);
- 5.2.1.2 topography/grading of the school site;
- 5.2.1.3 Ontario Building Code requirements (Section 3.9) regarding spatial fire separation from the main building or other portable classroom(s);
- 5.2.1.4 municipal zoning requirements (e.g., set-back from the front, side and rear property lines, coverage requirements, parking requirements);
- 5.2.1.5 existing outdoor program structures (e.g., jumping pits, basketball courts, play structures, outdoor learning classrooms);
- 5.2.1.6 agreements with local municipalities on the use of sports fields; and/or
- 5.2.1.7 snow storage locations.

5.3 Financial Considerations:

- 5.3.1 school renovations required for code compliance (e.g., the total number of washrooms and/or additional parking spaces required),
- 5.3.2 adequacy of electrical service capacity of the main school to accept the additional load from portable classrooms,
- 5.3.3 fire access routes and hydrants that may be needed, (e.g., upgrading the fire rating of the main school exterior walls and windows, etc.), and/or
- 5.3.4 site grade modifications to accept portable(s) (e.g., retaining walls, storm water drain installation and connections to remove standing water, etc.).

5.4 Safety Considerations:

- 5.4.1 placement location that is conducive to supervision (e.g., site lines are maintained),
- 5.4.2 ramps or stairlifts will not be provided to access a portable because of concerns regarding the amount of space required for an exterior ramp as defined by the Ontario Building Code (slope of 1:20) and winter maintenance safety concerns.

5.5 Rationale for Location Selection

- 5.5.1 Generally, portables will be placed where portables have previously been positioned.
- 5.5.2 Historical and site conditions will influence the preferred location and therefore a comparable location will be agreed upon.
- 5.5.3 Manager, Engineering and Construction Services, or designate will meet with the school principal to review the preferred location. In the case where an agreement cannot be reached, the family of schools superintendent and Executive Officer, Facilities Services, will make the final determination.
- 5.5.4 These criteria will guide the decision; site specific limitations will drive the final decision.
 - The portable classroom should be located a minimum of 12.2 metres (40 feet) from the main building (Ontario Building Code requirement),
 - avoid routes in or near parking areas and access roads,
 - direct path of travel to an exterior door of the school.
 - hard surface (i.e., asphalt, walkways only to portables) preventing mud, snow, and water from being tracked into the portable or school,
 - access for emergency vehicles, and
 - budgeted costs for installation of portable classrooms; including the costs for hydro, fire alarm and data networking etc. connections, as well as site preparation.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

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

7. REFERENCE DOCUMENTS

Legislation:

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