

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Educational Services  
• School Operations  
**Regulation:** SCHOOL ORGANIZATION

**Regulation Code:** ES-2.2.1  
**Policy Code Reference:** ES-2.2  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-2.2, School Organization, and the directives outlined by the Education Act, and Ontario Regulation 298, Operation of Schools – General, and the Board, regarding hours of instruction, class size and staffing.

This administrative regulation establishes procedures relative to school organization and reporting of statistical information and data.

### **1. School Organization – Development**

The principal shall:

- 1.1 consult with key stakeholders such as staff, parent(s)/guardian(s), school council, parent community and students, where appropriate, regarding draft schedules of daily sessions, class organization, timetables and class assignments;
- 1.2 consult with appropriate departments relative to the development and/or modifications of schedules that may impact on System-level co-ordination;
- 1.3 consult with any municipal services such as adult crossing guards and/or businesses relative to the development and/or modifications of school schedules which may impact on them;
- 1.4 ensure that any modifications to schedules of daily sessions are developed in consultation with the appropriate superintendent and Student Transportation Services of Central Ontario (STSCO), and then communicated to the school community; and
- 1.5 communicate to the school community, using a variety of strategies such as newsletters, community newspapers, student planners and flyers, the schedule of daily sessions and relevant timetables and/or school organization plans.

### **2. Reporting Statistical Information and Data**

Statistical information and data regarding enrolment, class organization, timetables and class/staff assignment will be requested under separate memorandum, initiated by the appropriate superintendent or designate in accordance with Ministry of Education and Board timelines.