



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Closed Classrooms **Regulation Code:** BA-7.1.6
Section: Business and Administrative Services **Policy Code Reference:** BA-7.1

Established: October 24, 2023

Revised or

Reviewed:

1. OBJECTIVE

Classroom utilization can fluctuate from year to year. As enrolment at schools decrease, classrooms may be closed for cost efficiencies. This administrative regulation will outline the procedures to be followed in closing and re-opening classrooms.

2. DEFINITIONS

Closed Classroom

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

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.

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 family of schools superintendent(s), or designates, are responsible to review this administrative regulation with school administration and to ensure consistent application and compliance with this administrative regulation.

5. PROCEDURE**5.1 Criteria to Close Classrooms**

- 5.1.1 Annually, the family of schools superintendent, will, in consultation with the principals of each school, assess the instructional accommodation needs using the OTG capacity formulation and staffing requirements.
- 5.1.2 If the family of schools superintendent determines that a classroom or instructional space is surplus to the instruction needs of the school, the classroom or instructional space may be designated as closed.
- 5.1.3 The family of schools superintendent will communicate with the Board of Trustees regarding the closure of classroom(s) prior to the decision being finalized.

5.2 Closed Classrooms

- 5.2.1 Classrooms or other instructional spaces which have been designated closed shall be kept locked, where possible, or otherwise screened off to exclude traffic and usage.
- 5.2.2 With the permission of the Director of Education, or designate, closed spaces may be used for storage purposes.
- 5.2.3 School administrative staff shall ensure that appropriate steps are taken to conserve energy in closed instructional spaces wherever possible.
- 5.2.4 Where instructional spaces are designated closed, supervisory staff shall ensure that custodial staff complements are reviewed and adjusted, where appropriate.
- 5.2.5 Principals shall ensure that closed classrooms or other closed instructional spaces are not made available for occasional use and are not reopened without authorization from the Director of Education or designate.

5.3 Reopening Closed Classrooms

- 5.3.1 The Director of Education, or designate, in consultation with the appropriate family of schools superintendent, may authorize reopening of closed classrooms or other closed instructional space if reorganized classes or newly created programs so warrant.
- 5.3.2 Where instructional spaces are designated as reopened, supervisory staff shall ensure that custodial staff complements are reviewed and adjusted, where appropriate.

- 5.3.3 Where instructional spaces designated as closed are opened with the permission of the Director of Education, or designate, for specific occasions, cleaning of those spaces shall be performed by custodial staff as additional work.

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](#)