

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section:** Business and Administrative Services

• School Operation

**Regulation Code:** BA-7.1.1

**Regulation:** STUDENT ACCOMMODATION/  
SCHOOL BOUNDARIES

**Policy Code Reference:** BA-7.1  
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This administrative regulation is written in accordance with the guiding principles in Board Policy No. BA-7.1, Student Accommodation/School Boundaries.

### 1. Student Accommodation

- 1.1 Where possible, the Board will accommodate students in permanent school facilities. Portable space may be added in lieu of transporting students from the area. If students or programs are moved from the home area, first consideration will be given to moving senior classes.
- 1.2 To make use of available space, and to accommodate programs and enrolment shifts, students may be moved to an alternate school(s) for one or more years.
- 1.3 A System-wide accommodation study will be completed each year showing current student enrolment, enrolment projections, school programming and school capacity.
- 1.4 The projected requirements for renovations and additions to current school buildings, and for new buildings, will be compiled and submitted to the Ministry of Education as required. Administration will make recommendations to the Board regarding new school buildings annually.
- 1.5 The Planning Department shall ensure that all municipal development plans are reviewed for student accommodation and transportation needs. Appropriate comments and conditions will be submitted to the municipal authority to protect current and future student requirements.

### 2. School Boundaries

- 2.1 Attendance area boundaries will be established for each school taking into consideration natural geographic boundaries, bus transportation, road patterns, municipal boundaries, relative locations of schools and amount of accommodation provided by permanent school facilities.
- 2.2 School attendance boundaries may require adjustment from time-to-time. Long-range planning will be used to predict accommodation needs and provide adequate notice of boundary changes to parent(s)/guardian(s) and staff. School councils will have the opportunity for input into proposed boundary changes before recommendations are made to the Board.

## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

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**Section: Business and Administrative Services**

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SCHOOL BOUNDARIES – continued**

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- 2.3 Boundary students are those whose principal residence is located within a school attendance boundary as established by the Board and attend the school within that boundary. Out-of-boundary students are those whose principal residence is located within the Board, but outside the attendance boundary of the school they attend, or wish to attend.
- 2.4 Boundary students will be given first priority in placement in the school.
- 2.5 It is expected that students will be enrolled in the school designated within their program boundary area. However, with the approval of the school principal, out-of-boundary students may be enrolled in a school if space is available in the requested class, for program or child care reasons. Requests must be made by the parent(s)/guardian(s) to the principal of the requested school on the prescribed form. No approvals will be granted until all boundary students have been accommodated. Once an elementary or secondary student has been accepted as an out-of-boundary student at a school, they are permitted to remain at that school until graduation from that school.
- 2.6 Transportation for out-of-boundary students is the responsibility of parent(s)/guardian(s). However, if special circumstances warrant, upon written submission on the prescribed form, transportation may be provided on existing routes if there is adequate space, provided no route adjustments are necessary and no additional cost is incurred by the Board. Such transportation arrangements will be reviewed annually. \*
- 2.7 Schools will generally be organized in groupings consisting of a secondary school and its feeder elementary schools.
- 2.8 The Board recognizes the diversity of students and seeks to accommodate their needs, wherever possible.

\* Refer also to Board Policy No. BA-8.1, Student Eligibility

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS APPENDIX A

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**Section:** Business and Administrative Services

• School Operation

**Regulation Code:** BA-7.1.1A

**Regulation:** STUDENT ACCOMMODATION/  
SCHOOL BOUNDARIES

**Policy Code Reference:** BA-7.1

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### KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

#### Procedure for Student Out-of-Boundary Request

##### Introduction:

Requests for a student to transfer to a school out-of-boundary, **MUST** be done for the initial school year. This requires all stakeholders involved to follow the criteria and procedures as described below. There are two stages of a transfer request – one involves granting permission for the transfer, the second involves determining if transportation can or will be accommodated. Once a student has been accepted as an out-of-boundary student, they will be permitted to remain at the school until graduation from that school. Transportation must be applied for on an annual basis and is not guaranteed for the remainder of the student's time at the school.

##### Criteria:

Criteria for the approval of out-of-boundary transfer requests include the following: child care arrangements, program availability or other special circumstances supported in writing by the superintendent responsible for the school attendance area.

##### Procedures:

1. All requests (initial or renewals) must be made in writing to the principal of the school in which the student is attending at the time of the request. For students who have not been registered in their appropriate home school attendance area (i.e. a new Kindergarten student or a student new to a school community), the initial request should be made to the home school attendance area principal.
  2. Requests should be made by completing the Student Out-of-Boundary Request Form, indicating on that form and/or in an accompanying letter, the parent(s)/guardian(s)' reason(s) for the request.
  3. The principal of the home school and the principal of the receiving school, will discuss the request taking into consideration such factors as: availability of space, staffing implications, program availability and any other relevant information.
  4. Each school principal may wish to discuss the situation with the respective superintendent for clarification and advice.
  5. Transportation for out-of-boundary students is ultimately the responsibility of parent(s)/guardian(s).
  6. The principal will notify the parent(s)/guardian(s) of the decision.
  7. The principal, when notifying the parent(s)/guardian(s) of an approved request, shall remind the parent(s)/guardian(s) that a request for transportation must be completed on or before May 30 of each year.
  8. The principal will ensure that copies of the form are forwarded to the stakeholders indicated at the bottom of the request form.
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