

Procedure Title	Portable Classrooms		
Date of Issue	September 12, 2018	Related Policy	BP 3801-D
Revision Dates		Related Forms	
Review Date		Originator	Administrative Council
References			
Halton District School Board Administrative Procedure "Portable Classrooms"; Waterloo Catholic District School Board APF004 "Addition and Removal of Portable Classrooms"			

1.0 RATIONALE

- 1.1 Bluewater District School Board acknowledges that portable classrooms are a viable method of providing pupil accommodation in response to fluctuating enrolment, and is committed to the use and maintenance of portable classrooms as safe, comfortable environments in support of student achievement and well-being.
- 1.2 This procedure will guide the placement, configuration, and utilization of portable classrooms. The duration for which a portable classroom may be required at a site will vary, depending upon enrolment trends, residential growth rates, the availability of funding for permanent classroom construction, and the specific needs of the school.

2.0 PROCEDURE

- 2.1 Enrolment projections will be generated during the annual budget process by the business analyst for each school for the next school year.
- 2.2 The business analyst and the Human Resources Services Department will project staffing and pupil configurations based on Ministry of Education standards to determine ideal facility usage during the budget process.
- 2.3 Projections will be reviewed with the Plant Services Department in order to identify the requirements for more/less space at each location.
- 2.4 The Plant Services Department will discuss the space options with the current school principal to finalize the options for more/less space within a facility.
- 2.5 The Plant Services Department will review the portable needs and surpluses to determine the logistics of which portables are to be relocated and where.
- 2.6 Principals will be notified of the pending removal or placement of a portable on their school site by the area superintendent of education. Consultation at a school level with the school community is conducted by the principal.
- 2.7 Historical considerations and site conditions may influence the placement of a portable classroom. If the preferred location is not feasible, a comparable location will be presented.
- 2.8 The Plant Services Department will request and receive portable placement options from the architect that meet all code standards. These options will be reviewed, and agreed upon with the principal. In the event that an agreement cannot be reached between the principal and the Plant Services Department regarding the location, the area superintendent of education and the superintendent of business services will arbitrate a decision.
- 2.9 The Plant Services Department will coordinate and process the required municipal applications and the approval process for site plan, building permit, demolition, etc.

- 2.10 Once approvals and permits are received, placement and servicing of the portable classroom will be coordinated by the Plant Services Department. Schedules will be shared with the facility administrator and head custodian.
- 2.11 The Plant Services Department will distribute the site plan, confirming the location, to the area superintendent of education.
- 2.12 Final inspections will be completed by the municipal representative and architect prior to portable occupancy.

3.0 LIMITATIONS / CONSIDERATIONS FOR PORTABLE CLASSROOM PLACEMENT

3.1 Physical Limitations

- i. Permanent existing structures preventing access (i.e., garbage dumpsters, electrical transformers, mature tree, other buildings, property fences, etc.)
- ii. Aggressive grade change on site
- iii. Building Code requirements regarding spatial fire separation from the main building and other portable classrooms, set-back, limiting distances from the front, side and rear property lines
- iv. Data requirements
- v. Outdoor program requirements (i.e., basketball courts, play structures, jumping pits)
- vi. Agreement with local municipalities on the use of sports fields
- vii. Memorial gardens and trees
- viii. Ability to access and maintain throughout all seasons

3.2 Financial Limitations

- i. School renovations that would be required for code compliance (i.e., the total number of washrooms and/or additional parking spaces required for the increased population)
- ii. Inadequate electrical capacity of the main school to accept the additional load from portable classrooms
- iii. Fire access routes and hydrants that may be needed; upgrading the fire rating of the main school exterior walls and windows, etc.
- iv. Increase in maintenance costs for a facility based on the preferred location
- v. Site grade modifications to accept portable(s) (i.e., retaining walls, storm water drain installation, and connections to remove standing water, etc.)

3.3 Safety Considerations

- i. Placement that would hinder site lines for outdoor supervision
- ii. Classes assigned to portables are not conducive with grades in that area of the main school
- iii. Placement in a remote location that is difficult to supervise (site security)
- iv. Custodial staff are able to safely access the portable after school hours
- v. Location where access can be maintained in all seasons with proper lighting
- vi. Physically challenged students should not be assigned to a portable classroom by principal without prior approval of the area superintendent of education

4.0 LOCATION SELECTION

The following criteria will guide the decision-making process for location selection, but site-specific limitations will govern the final placement of a portable classroom.

4.1 Accessibility

- i. The portable classroom should be located no more than 15.2 meters (50 ft) from the main building for easy and quick access to and from the main school building and washrooms.
- ii. Routes in or near parking areas and access roads will be avoided.
- iii. There will be a direct path of travel to an exterior door of the school.

- iv. Placement will be on a hard surface (i.e., asphalt), preventing mud, snow, and water from being tracked into the portable or school.
- v. Placement will be accessible to emergency vehicles.
- vi. Placement will be considerate of custodial staff and cleaning capabilities.

4.2 Other Considerations

- i. Under ideal conditions, the first portable classroom on site requires hydro, public address, and data networking. It is assumed that these services are available with adequate capacity.
- ii. When portables are located greater than 50 ft. from the main building, underground conduits and services panels are preferred. However, overhead services will require intermediate hydro poles. Protective structures for the services panels at the portable classroom may also be required.
- iii. Costs for placement and connection of future portable classroom on site will be considered.