

<b>Topic:</b>	<b>Portable and Portapak Classroom Placement and Inspection</b>
<b>Effective:</b>	<b>February 2023</b>
<b>Cross-Reference:</b>	<a href="#"><u>Long Term Accommodation Plan</u></a> <a href="#"><u>Ontario Building Code</u></a> <a href="#"><u>Guidelines for Portable Classrooms</u></a>
<b>Review Date:</b>	<b>August 2023</b>
<b>Revision Date:</b>	<b>February 2027</b>
<b>Responsibility:</b>	<b>Superintendent of Facility Services and Planning</b>

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**INTENDED PURPOSE:**

The Halton District School Board recognizes the importance of temporary classrooms as a part of our strategy for accommodating students. Temporary classrooms are classified as, but are not limited to, portable and portapak classrooms. A portable is an individual transportable classroom. A portapak is a grouping of transportable classrooms attached by a common corridor, and may be directly attached to the permanent school facility.

Portable classrooms are an important tool in managing growth in Halton Region, for both housing peak student population, and/or giving the Board the ability to temporarily house students as a new school and/or addition is completed. A portapak will only be considered for schools with significant long-term enrolment pressure with no future accommodation relief anticipated. Every school is reviewed annually by the Facility Services and Planning (FS&P) Department to determine temporary classroom needs.

The Halton District School Board is committed to continuing to use and maintain portable classrooms and portapaks as safe classroom environments that are conducive to teaching and student learning.

**1. Annual Determination of Portable Classroom Space**

- 1.1.** FS&P completes the annual Ministry of Education four (4) year enrolment projections for all schools within the system.
- 1.2.** In collaboration with Human Resources (HR), FS&P generates a draft staffing projection and classroom utilization for the following school year to estimate the number of classrooms required to meet the staffing and program requirements of the school.
- 1.3.** HR is to advise FS&P of any schools in the system that may have additional accommodation needs that may reduce average classroom sizes, necessitating additional classroom requirements.

- 1.4. Where schools are anticipated to exceed or near their maximum portable capacity, FS&P will determine whether additional municipal approvals should be pursued to increase portable capacity on site.
- 1.5. FS&P completes an inventory of existing portables throughout the system, identifies where there are surpluses and deficits anticipated for the following year, and develops an estimate of the number of portable moves that will be required. This estimate is shared with Business Services (BS) as part of the revised estimate process.
- 1.6. FS&P coordinates with Special Education Services (SES) to determine their program needs and classroom requirements. This assessment may trigger additional portable needs.
- 1.7. FS&P will determine if there is an overall deficit of portables anticipated for the following year, and will submit orders for new portables to the supplier prior to spring if required.
- 1.8. FS&P, HR, and Principals will collaboratively review space availability (surplus and shortage) for each school as part of the first, second, and third release of enrollment projections. Based on the information gathered, an updated summary of portable needs will be developed.
- 1.9. FS&P, HR, and BS coordinate before March break to complete an estimate of portable needs and budget for the following year, using the assumptions made for the current year. This is to align with Budget Estimate timelines, in collaboration with BS.
- 1.10. FS&P will report to Administrative Council (AC) in April to approve the first release of portable needs throughout the system. Once approved, FS&P circulates portable estimates to school administrators to confirm portable additions and moves.
  - a. If a school administrator wishes to challenge the proposed number of classrooms required to meet staffing requirements, they are to notify FS&P, which will complete a school classroom inventory to confirm needs.
- 1.11. FS&P in consultation with the Principal, will determine the location of the pending removal or placement of a portable, within the constraints identified in Article 2. FS&P will consider [Guidelines for Portable Classrooms](#) where the flexibility of placement exists.
- 1.12. The Principal is responsible for determining which classes will be located in portables. See attached [Guidelines for Portable Classrooms](#).
- 1.13. FS&P will process and coordinate the required municipal applications and approval processes for site plan, building permit, demolition (removal) and/or any other permit or approval required for portable placement or removal.

- 1.14. FS&P will continue to monitor student pre-registrations at schools, and classroom requirements throughout the spring and summer months. If additional portable needs are triggered, they will be brought forward to AC as information, and approved by the Superintendent of Business Services.
- 1.15. If additional portable requests are made by school administrators after May 1st, FS&P will determine if justified, and if so, endeavour to place the portable on site as expeditiously as possible, but cannot guarantee occupancy for the start of the school year.
- 1.16. Throughout the summer months, FS&P will endeavour to monitor where possible pre-registrations in collaboration with HR, to identify if any additional portable needs are triggered.
- 1.17. In August, HR and school administrators are to communicate any increases in classroom needs necessitating a portable to FS&P as expeditiously as possible. In most instances, alternative student accommodation needs will need to be identified by the school's administration.
2. **Portable Siting Considerations:**
  - 2.1. The below is a list of considerations in the placement of portables:
    - i. Site Plan Agreement requirements (zoning, setbacks, etc.)
    - ii. Accessibility to the main school building
    - iii. Site grading and drainage
    - iv. Ontario Building Code requirements
    - v. Safety and security
  - 2.2. Notwithstanding the above, each school site is unique and placement is reflective of the site specific characteristics of the school grounds, building infrastructure and municipal requirements.
  - 2.3. Where possible, portables should be placed where portables have previously been positioned in the past.
3. **Timing of Placement and Removal:**
  - 3.1. The goal of FS&P is to have portables in place and available to staff and students at the start of the school year. Municipal approval process may impact the timing, connection and occupancy of the temporary classroom. Note: timing is dependent on when needs are identified and approved.
  - 3.2. Temporary classrooms are removed via a building permit (demolition permit) and with the assistance of a moving company.
  - 3.3. All portable classrooms come equipped with age appropriate furniture and a teacher's desk. This furniture is required to be in the portable classroom when it is removed from a school site for the use by the receiving school.
4. **Inspection Protocol for Portables and Portapak Classrooms**
  - 4.1. The Halton District School Board systematically inspects all owned and leased portable classrooms and portapaks, for suspect moisture, suspect mould and exterior and interior component deficiencies.

- 4.2.** All portable classroom and portapak inspections must be completed during non-occupied periods. The inspection will primarily consist of non-intrusive visual inspections undertaken by an environmental consultant. If required, intrusive inspections will be undertaken to inspect moisture and mould related concerns.
- 4.3.** Comprehensive reporting and laboratory work will be undertaken by the environmental consultant. The consultant will direct, inspect and confirm completion of any remediation work, with the exception of leased portables which are the responsibility of the leasing company to remediate.
- 4.4.** In the event major repairs are required, the portable classroom is vacated and unoccupied for the duration of the work. FS&P provides a Notification of Project and a Notification of Clearance to the Principal at the start and completion of the work. The Principal will inform the parents, staff, Superintendent and Trustee.
- 4.5.** The detailed report and inspection results are posted on the Facility Services Department web page on the [Board's website](#).