

**District: Boone County**

**School: Burlington Elementary**

**Council Policy #5.3**

**Standard: Resources**

## **POLICY TOPIC DESCRIPTION**

### **Space Use Policy**

## **POLICY STATEMENT**

### **Purpose**

The purpose of the *Space Use Policy* is to provide a process to assign staff to classroom space or workspace that ensures that assignments are made based the learning needs of all students.

### **Criteria**

The principal (or principal's designee) shall assign space use in a manner that will:

1. Take into account the program space needs. safety of students, the developmental, and learning needs of the students.
2. Facilitate the implementation of the Comprehensive School Improvement Plan.
3. Maximize staff opportunities for sharing resources. mentoring, and collaborating with teachers and students of similar grade levels. subject areas, or collaborative groups for consecutive years.
4. The *Space Use Policy* shall apply to school space use during the established school day.

### **Space Use Assignment Procedures**

To assign classroom space, the principal (or principal's designee) shall:

1. In April provide teachers with the opportunity to express any interest that they may have in changing classroom space assignments the next year.
2. Any such request must be submitted in writing.
3. In May. The principal shall inform staff members of their tentative classroom assignments.
4. In June. the principal will report to Council the tentative classroom space assignments.
5. In September, the principal will report to the Council on how classroom space has been assigned, including any revisions.

### **Altering Classroom Space Assignments**

After assigning classroom space, the principal (or principal's designee) may alter those assignments:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. The principal will have consultation with any affected teacher.
3. When the Council changes other policies or the Comprehensive School Improvement Plan and recognizes in the minutes that those changes may require staff space assignment changes that cannot be put off until next school year.

### **Assignments of Non-classroom**

For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by change from existing arrangements.

#### Policy History:

Date adopted: August 14, 1996

Amended: March 22, 2005

Reviewed: July 21, 2014

By: Robert Warnick, Council Chairperson

Signature: *David Sommers*  
Council Chairperson

Signature: *Kim Gilbert*