

# SCHOOL SPACE USE POLICY



## CRITERIA FOR ASSIGNING SCHOOL SPACE

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The principal will assign the use of school space during the school day in a manner that will:

1. Take each student's developmental needs into account.
2. Facilitate the implementation of our 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.
4. Provide needed space to implement successful classes and programs.
5. ***Be related to improving classroom teaching and learning.***

## CLASSROOM SPACE ASSIGNMENTS

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To assign classroom space, the principal will:

1. In March, invite all returning staff members to indicate their preference for continuing or changing classroom space assignments the next year.
2. In April, meet with any staff members whose requests may be difficult to grant to discuss reasons for the staff member's interest, factors making it difficult to grant the requests, and possible solutions.
3. In May, assign classroom space based on the criteria in the first section of this policy and notify all staff members of their individual assignments and also notify the council of those assignments.

## ALTERING CLASSROOM SPACE ASSIGNMENTS

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After assigning classroom space, the principal may alter those assignments:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and affected teachers agree that a change is needed.
3. When the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require space use changes that cannot be put off until the next school year.

## **POLICY EVALUATION**

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We will evaluate this policy through our annual policy review process.

Date(s) Adopted, Reviewed, or Revised:

### **NOTES ON USING THIS POLICY**

#### **LEGAL REQUIREMENTS:**

- This policy is required by law.
- ***Bold italics*** (above) show language directly from the law.
- Your policy can meet the requirements in ways that differ from KASC's samples, but your policy language can't contradict the law.

#### **LAW IN A BOX:**

##### **SBDM Responsibility** (SBDM Law — KRS 160.345)

*(2)(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:*

*... 5. Determination of use of school space during the school day related to improving classroom teaching and learning ...*