

# SCHOOL SPACE USE POLICY

## WELLINGTON ELEMENTARY



### **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 for consecutive years.

### **CLASSROOM SPACE ASSIGNMENTS**

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To assign classroom space, the principal will:

1. Prior to the end of the school year, gather input from staff members regarding classroom space for the following year.
2. Prior to the end of the school year, 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. Prior to the start of the school year, assign classroom space based on the criteria in the first section of this policy and notify all staff members of their individual assignments.
4. Prior to the start of the school year, notify the council of how classroom space has been assigned.

### **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 the effectiveness of this policy through our school improvement planning process.

Date Adopted: December 13, 2016

Date Revised: May 23, 2019

Date Reviewed: April 29, 2020

Date Reviewed: July 29, 2020