

G. C. Burkhead Elementary School

SBDM Council Policy

Policy Number 12.01

Space Use

STANDARDS

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

1. Take each student's developmental needs into account.
2. Implement our Consolidated 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 (e.g., primary program).

STEPS FOR DETERMINATION OF SPACE

1. In March, invite all returning staff members to indicate in writing to the principal their need for changing space assignments for the next year.
2. In April, principal meets with any staff members whose request may be difficult to grant to discuss reasons for the staff member's request, factors making it difficult to grant the requests, and possible solutions.
3. Before or by May, the principal will assign classroom space and notify each staff member of his or her assignments.
4. In June, notify the Council of how classroom space has been assigned.
5. By July 31, notify the Council of how classroom space has been assigned, including any revisions.

Adopted: 3-8-93

Amended: 10-15-01