

BOURBON COUNTY HIGH SCHOOL
SCHOOL COUNCIL POLICY

DISTRICT: BOURBON COUNTY SCHOOLS

COUNCIL POLICY TYPE (Check One)

- By-Laws (Council Operations Policies)
- Function (School Operations Policies)

Policy Number

03 • 00

POLICY TOPIC DESCRIPTION: School Space

POLICY STATEMENT

The Bourbon County High School Council is responsible for the determination of the use of school space during the day. The Bourbon County High School Council has assigned the task of determining the use of school space during the school day to the principal or his/her designee. The principal, following consultation with the department heads, will make recommendations to the Council for approval by the June meeting each year.

CRITERIA FOR DETERMINATION:

The principal shall assign space use in a manner that will:

1. Take each student's developmental needs into account.
2. Take department needs into account as determined by "best practices" for each subject.
3. Meet OSHA and other national/state standards.
4. Implement the BCHS School Improvement Plan.
5. 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. Title I services if available, special education collaboration, or services provided through ESS daytime waivers, mental health or school-based health services).

CLASSROOM SPACE ASSIGNMENTS:

To assign classroom space, the principal and/or designee shall:

1. Assign classroom space.
2. By June, notify the Council that classroom space has been assigned using the above criteria and what changes have been made from the previous school year.
3. In September, notify the Council of the classroom space assignments, including any revisions or changes since June.
4. Keep the Council informed of space assigned to implement school-based programs and services.

ALTERING CLASSROOM SPACE ASSIGNMENTS:

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

1. When necessary to respond to unanticipated enrollment or staffing changes or use of space to implement school-based programs or services.
2. When the Council changes other policies or the School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until next school year.

ASSIGNMENT OF NON-CLASSROOM SPACE

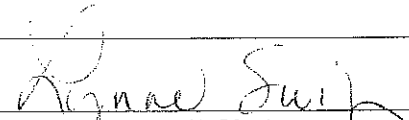
For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by the change in existing arrangements.

EVALUATION:

The BCHS School Improvement Planning process includes a regular cycle of reviewing data on student performance and data on our alignment with Kentucky's Standards and Indicators for School Improvement. By analyzing that data, we will be able to tell how well this policy is being implemented and having an impact, and therefore able to tell when changes are needed.

Date Adopted: **11 December 2008**

Signature


Council Chairperson