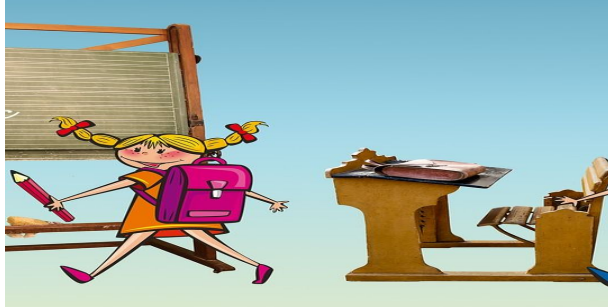


Lebanon Elementary School  
School Space Use Policy



**Criteria for Assignment**

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

1. Take each student's development needs into account.
2. Facilitate the implementation of the Consolidated School Improvement Plan.
3. Maximize staff opportunities for sharing resources, mentoring and collaborating with teachers and students of similar grade levels, subject areas, or groups for consecutive years.

**Classroom Space Assignment**

To assign classroom space, the principal will:

1. Spring - invite all returning staff members to indicate their preference for continuing or changing classroom space assignments the next school year.
2. Spring - meet with any staff members whose request may be difficult to grant and discuss the request and possible solutions.
3. Summer - tentatively assign classroom space based on the criteria in the first section of this policy and notify staff members of their assignments or changes.
4. August - notify the council of how classroom space has been assigned.

**Altering Classroom Space Assignments**

When making classroom space assignments, the principal may alter the assignment:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and teacher agree that a change is needed.
3. When the council changes policy or the School Improvement Plan and recognizes this in the minutes that those changes may require space use changes that cannot be put off until the next school year.

**Assignment of Non-Classroom Space**

For non-classroom space, the principal will make decisions based on the criteria in the first section of this policy.

**Policy Evaluation**

LES will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 2/19/2019

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

Council Chair Initials:

Date Reviewed/Revised:

Council Chair Initials: