

District: Covington Independent Schools
School: Glenn O. Swing Elementary

SCHOOL SPACE USE POLICY

Mission Statement

It is the mission of Glenn O. Swing Elementary to provide students with opportunities that promote high levels of achievement and building a community that inspires students to give back and love learning.

Policy Statement

CRITERIA FOR ASSIGNING SCHOOL SPACE

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

To assign classroom space, the principal will:

1. In May, assign classroom space based on the criteria in the first section of this policy.
2. In August, notify the council of how classroom space has been assigned.

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.
2. 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.

ASSIGNMENTS OF NON-CLASSROOM SPACE

For non-classroom space, the principal will make decisions based on the criteria in the first section of this policy after consulting with staff members who work or will work in any space affected by change from existing arrangements.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: May 17, 2018

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

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Signature of SBDM Members	Position
	Chair
	Co Chair

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