Portable Classrooms Located on School Sites for Instructional Purposes

I. Purpose
To establish responsibilities, procedures, and methods for the procurement and placement of new, used, or leased portable classrooms on school grounds. Also, to establish responsibilities, procedures, and methods for the utilization of portable classrooms located on school sites.

II. Scope
This regulation is applicable to all portable classrooms for instructional purposes located or relocated on school grounds.

III. Procedures

A. The Supervisor of Planning shall submit appropriate information to the Associate Superintendent for Student and Professional Learning, the Associate Superintendent for Special Education and Student Services, and the Level Associate Superintendents to support school information, data, and justification of the need for any requested portable classrooms.

B. The requirement for portable classrooms for instructional purposes shall be determined by the needs of an educational program and requested by the appropriate Level Associate Superintendent to the Deputy Superintendent.

C. Upon direction by the Associate Superintendent for Support Services, the Office of Facilities Services (OFS) shall review the proposed school sites to determine if adequate space and utilities are available to support requested portable classroom units. Should OFS determine the school site cannot support the requested portable classrooms, the information shall be forwarded to the Associate Superintendent for Support Services for further direction.

D. The Deputy Superintendent shall prepare a list of recommended deletions and additions of portable classrooms and present it to the Superintendent’s Staff for approval no later than the second Superintendent’s Staff meeting in March/April.

E. Prior to moving portable classrooms, OFS shall notify the School Board of the schools where portable classrooms are recommended to be added.

F. Once the requested portable classrooms are approved and determined site
feasible, each affected school shall notify their school community through school newsletters, PTO/PTA meetings, Advisory Council meetings, and website postings of the number of new portables, their proposed location, and the reasons the portable classrooms are needed (e.g., capacity constraints, programmatic changes). The list of schools receiving portable classrooms shall also be posted on the OFS website with a link to each school. Public feedback should be directed to the school principal. OFS shall assist with responses as required.

G. OFS shall ensure that each installed portable classroom unit will have the appropriate identification number applied permanently to the unit. Such identification numbers are not transferable but shall remain with the unit wherever located.

H. OFS shall make an annual inventory of all portable classroom units to ensure appropriate identification numbers and records of locations are maintained.

IV. Responsibilities – Principals

A. Principals are responsible for determining who will utilize portable classrooms that are located or relocated on their site.

B. Principals are also responsible for making reasonable accommodations for students and staff who may have ambulatory problems with regards to their access or use of portable classrooms. Portable classrooms shall not be used for electives or specialty classes (art, PE, music, CTE, computer labs, etc.) without prior approval of senior level staff.

V. Procedures for Trailer Modifications

A. The school principal shall place an estimate work order request to initiate OFS’ process to conduct a site visit.

B. OFS shall be responsible for completion of a site survey prior to any modifications to portable classrooms to determine the technical feasibility of any alterations/modifications.

Vinyl Composition Tile (VCT) shall be used as the primary floor finish for all portable classrooms. Carpet may be added with the use of area rugs.
C. The Superintendent’s Staff is responsible for approving any modifications requested for portable classrooms, including ramp requests. Once the site visit is complete and the findings are shared with the principal, the principal shall get approval from the following:

1. The appropriate Level Associate Superintendent;
2. Associate Superintendent for Support Services;
3. and Division Counsel.

D. Once the Superintendent’s Staff have approved the changes, OFS shall proceed with the work order request.

VI. Portable Classrooms for Construction Projects

Portable classrooms may be required during the construction process of school renovations, renewals, and/or additions, which are determined by the Capital Improvements Program (CIP). These classrooms are installed and removed based on the needs of the project. This process involves coordination between the Director of Facilities Services, the school principal, and the Superintendent’s Staff.

The Associate Superintendent for Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.