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.

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

III. Procedures
A. The requirement for portable classrooms for instructional purposes shall be determined by the needs of the program and requested by the appropriate School Level Associate Superintendent to the Deputy Superintendent.

B. The Supervisor of Planning shall submit appropriate information to the Deputy Superintendent to support school information, data, and justification of the need for any requested portable classrooms.

C. 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 February.

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

E. 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 Web site 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 will also be posted on the Office of Facilities Services Web site with a link to each school. Public feedback should be directed through the school principal. The Office of Facilities Services shall assist with responses as required.
F. Upon direction by the Associate Superintendent for Finance and Support Services, the Office of Facilities Services will review the proposed school sites to determine if adequate space and utilities are available to support requested portable classroom units. Should the Office of Facilities Services determine the school sites cannot support the requested portable classrooms, the information will be forwarded to the Associate Superintendent for Finance and Support Services for further direction.

G. The Office of Facilities Services will 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 will remain with the unit wherever located.

H. The Office of Facilities Services will make an annual inventory of all portable classroom units to ensure appropriate identification numbers and records of locations are maintained.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring this Regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this Regulation in 2015.