

Administrative Regulation

Housing of Students, Guidelines for

The following guidelines are to be adhered to in all instances involving the housing of students of the district.

- A. Established boundaries shall be maintained for special education, GATE, vocational education, summer school, and similar programs in order to reduce transportation costs and effect budget reduction.
- B. The district may adopt an open enrollment option for students residing within the district subject to space availability at each school.
- C. Rooms shall be used for the purpose for which they were designed.
- D. The district will plan and provide for growth due to new home construction.
- E. There will be an annual review of boundary lines prior to February 1st.
- F. All changes in boundary lines will be approved by the Board of Education.
- G. Room assignments for day classes will be approved by the appropriate administrator of elementary or secondary education. Room assignment priority shall be:
 - Priority I: Programs for regular classes and students
 - Priority II: GATE and special education programs
 - Priority III: Adult education programs
- H. Portable classrooms are for district use. As enrollment changes at a school, portable classrooms, if needed to house regular students at other locations or grade levels, will be moved from the school site as required.
 - 1. If needed, at the K-6 level, portable classrooms will be added to a site to provide teaching stations for all teachers who have classroom responsibility. Portable classrooms that are located on a site may be used to create space for libraries, special education programs, or categorical programs, if the portable classrooms are not needed at another school to provide space for regular students.

2. If needed, at the 7-8 level, portable classrooms will be added to a site to provide teaching space for regular students. Portable classrooms may be provided if transportation problems exist to house special education students in growth areas.
3. At the 9-12 level, additional portable classrooms will be provided when the projected enrollment of the school exceeds by more than 10% the capacity for which it was built. The capacity shall be based upon a formula used by state agencies.
4. At the adult level, classrooms shall be made available for programs as school enrollment changes. When portable classrooms are available and when it is economically feasible to relocate the portable classrooms on existing adult education sites, such moves will be made.
5. Any K-12 classrooms designated for adult education or other special programs purposes after 5:00 P.M. shall be listed with the school principal, the administrator for elementary or secondary education, and the Office of Business Services.

After opening enrollments are known, district housing problems in relation to these guidelines will be reviewed.