

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-45</b>
<b>Subject:</b> <b>PORTABLE CLASSROOM BUILDINGS</b>	<b>Date of Issue:</b> <u>5/1/96</u> <b>Rescission:</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>5/1/96</b>

- I. Policy
- II. Procedures
  - A. The Frederick County Public School system has invested considerable public funds in the acquisition of state-owned and locally-owned portable classroom buildings. These portable classrooms were acquired for the purpose of providing adequate instructional space at overcrowded school buildings. It shall, therefore, be the policy of the Frederick County Public School system to limit the use of portable classrooms to instructional uses only.
  - B. Responsibility for assignment of portable classrooms shall be that of the Superintendent of Schools, based on recommendation of the Associate Superintendent of School Administration and School Improvement and the Executive Director of Planning and Facilities. This recommendation shall be presented to the Superintendent and decisions made concerning portable classroom locations no later than February 1 of the year in which the portable classrooms are to be assigned.
  - C. The staff recommendation for portable classroom assignments shall be based on a comparison of the capacity of the school (including existing portable classrooms already on site) with the existing and projected enrollment of the school. The basis of approval shall be the need for instructional classroom space. School needs for additional administrative space, support service space, storage space, or other non-instructional space, shall not be considered.
  - D. School principals requesting portable classrooms shall base their requests on the need to accommodate students in instructional classroom facilities and not on the need for additional administrative space, support service space, storage space, or uses other than that needed to provide student instructional classroom space.
  - E. School principals shall use the portable classrooms at their schools for instructional classroom purposes only, and shall not use them to provide administrative space, supportive services space, storage space, or for any purpose other than instructional classroom space.
  - F. School principals wishing to use portable classrooms for other than instructional classroom space shall submit a written request for exception to the Associate Superintendent of School Administration and School Improvement with a copy to the Executive Director

of Planning and Facilities. Exceptions to this regulation may be allowed by the Superintendent based on the recommendation of the Associate Superintendent and the Executive Director, but they shall not so recommend unless the practical difficulty of complying with this regulation is clearly demonstrated in the written request submitted by the school principal.

Approved:

Daniel H. Gadra  
Superintendent