

**Jordan School District
General Guidelines
for
Portable Classroom Requests and Usage**

The following guidelines have been established to ensure standard procedures are communicated and followed by principals requesting and using portable classrooms to meet their school educational housing needs.

Before Requesting a Portable:

The cost of building, moving and maintaining portables is an increasing expense, and therefore, portable requests must be made as an absolute ***last resort*** for housing considerations. All portables being used for storage purposes should be reported as being available for relocation. **Portables must only be used for classroom instruction of students during the school day, except for extenuating circumstances, which must be approved through the Administrator of Schools.**

In addition, portables ***are not*** an alternative to keep schools on a traditional calendar. At such time as more than six portables are required to house students on a year-round schedule, other options should be explored (General Guidelines for Year-round Education Handbook).

Portable requests are typically considered during the month of April each year, following the publication of the 2.0 FTE Report. However, prior to making a request, principals ***should*** have implemented the following staff rotation schedules **and reported to their Administrator of Schools.**

- Full Rotation—Every grade rotates **classrooms** within the building, **except kindergarten.**
- X, Y, Z Schedule—Year-round schools combine different grade levels for track rotation.
- **Traveling Teachers—Secondary schools should utilize traveling teachers, who rotate classrooms during teacher conference periods.**

While we will continue to extend special care and consideration to principals requesting portables, the decision to approve a request or remove a portable will be made by the Area Administrators and the Administrator of Auxiliary Services, following a thorough review and discussion of district-wide housing needs. **All extenuating circumstances should be reported to the Administrator of Schools for consideration.**

Notifications to Principals:

Following the decision to approve requests and relocate portables, principals will be contacted by their Administrator of Schools. The Administrator of Auxiliary Services will also notify principals by memo and include the specific details of the procedures that are to be followed to assist with this process.

Principals can expect portables to arrive at their school location fully furnished and must include comparable furnishings at the time of relocations from their school. Details of these furnishings will be included in the correspondence from the Administrator of Auxiliary Services.