

# **DRAFT - FUR Standardization Committee Guideline for Space Use Changes**

April 2021

Each school is designed to hold a certain capacity, and assigns a certain number of teaching/instructional spaces to each function. In order to create equity, consistency and the ability to adequately accommodate the instructional space needs of all programs, all changes to the number of spaces assigned to each function must be approved by the principal, Area Superintendent, program area Assistant Superintendent (ex: Karen Hamilton for SPED). Prior to making request for changes to the number of spaces assigned to each function, or specific program area moves within the building, please follow these guidelines:

1. ES – Spaces designed for PreK classes must be used for PreK. Changes to the location of this space must consider licensing requirements for the new space (Ex: direct access to licensed play area, additional hand wash sink in the classroom that meets temperature requirements, meets minimum square feet per student requirements).
2. ES/MS/HS - SES (Special Education Services) Regional Programs Suite - Students with specialized instructional needs must have access to these classrooms, and the adjacent restroom/kitchen space. Changes to the location of these classes must consider the needs of the students assigned to the particular school, the new location must have restrooms, and the move must be approved by the SPED Assistant Superintendent.
3. ES/MS/HS SPED Classrooms (large and small) - Each school must maintain a minimum of 2 large teaching spaces for SPED at all times. While some schools follow a “push-in” model, it is imperative that designated instructional space is available for accommodating specific student IEP needs.
4. ES/MS/HS ESL - A minimum of 1 small instructional space must be maintained for each allotted ESL teacher. Each ESL teacher can have up to 270 ESL learners, and each school may have as many as 3.5 ESL teachers. Half positions can either share a space (if necessary) or should be provided with a space that can accommodate up to 2 students.
5. ES/MS/HS Magnet Spaces - Magnet instructional space needs vary by theme. Some themes allow for embedded instruction and others require a designated instructional space. Prior to moving a magnet class from an assigned teaching space, to a different method of delivery, please work with the Senior Director of Magnet Programs.
6. ES/MS/HS Learning Commons - It is important that older schools are able to create similar offerings to newer schools. The corridors of many of our older schools are typically not wide enough to accommodate collaboration areas. Therefore, prior to assigning instructional spaces for this purpose, please work with OoSA and LRP to assign spaces accordingly.