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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 6701.1

## REGULATION: PORTABLE AND MODULAR CLASSROOMS

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Business Management Services manages the assignment of portables and/or modular classrooms to a site. Portable and/or modular entitlements are based on September 30 **projected** enrollment and FTE entitlement for the upcoming year. The Senior Manager, Business Management Services, will contact Principals before May 1<sup>st</sup> as to their portable entitlement.

The following criteria will be used to ensure that school facilities are utilized to their maximum potential and space is used in the most effective manner to minimize the number of portables and/or modulars required:

- (a) school capacity;
- (b) current space utilization;
- (c) demographics of schools;
- (d) district programs;
- (e) Board approved class size;
- (f) change in FTE entitlement;
- (g) program changes;
- (h) phased in boundary changes.

Schools are encouraged to contact Facilities & Demographics Planning with additional information. Changes to a school's portable and/or modular entitlement will be reviewed on a case-by-case basis. Adjustments may be made when September 30 **actual** enrollment and FTE entitlements are finalized.

Portable and/or modular classrooms to accommodate students require consideration of the following criteria:

- (a) Intermediate classes (grades 4 – 7) shall receive first consideration.
- (b) Seniority of teaching staff shall not influence assignment.
- (c) Portables shall not be used as computer labs.

### Placement on School Site

Placement of portables and/or modulars will normally occur over the summer months, July and August. In some instances, moves may occur in the fall where portable and/or modulars become eligible based on September 30 actual enrollments, and FTE entitlements warrant them.

The placement of the portable and/or modular on the school site will be determined by Business Management Services in consultation with Physical Plant & Transportation Services. The following factors must be reviewed and agreed upon prior to installation:

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- (a) WCB requirements, i.e. access to washrooms and main buildings;
- (b) site conditions;
- (c) Cities of Surrey and White Rock bylaws;
- (d) future capital expansion;
- (e) access to voice and data services;
- (f) access to water, sewer, electrical and other related services.

Approved: 2003-12-16

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