Millbrooke Elementary School

School Space Policy

KRS 160.345(2)(1)5

**Purpose:** The School Space Policy of Millbrooke Elementary School ensures that the classrooms and non-classroom space use is maximized to provide opportunities for sharing resources, mentoring and collaboration among the staff and students.

**Procedures:** Annually the principal shall develop a school space plan. Criteria for space use include:

* Class size
* Program space need
* Supervision of students
* Safety and overall effective school management
* Available space
* The Arts (i.e., music and visual arts) shall be taught in the classroom. The Library Media Center shall be maintained to provide flexible and equitable access to the school’s resources.
* Special Education class assignments shall meet federal guidance (e.g., MSD class).

By the August meeting of each year, the principal shall present the school space plan to the school council.

**Evaluation:** Annually, enrollment, behavior data, and staffing shall be analyzed to determine the effectiveness of the school space plan.

Reviewed January 25, 2023