



Administrative Guidelines

Department: Academics (OAAP)

Policy: NA

Topic: New Classroom Needs

Revised: August 2019

PROCEDURE

A new class is defined as a classroom created because of an increase in the total number of classrooms in the school due to growth in student enrollment that cannot be accommodated with inventory available at the school.

In the event a new class is created, an accounting of all available furniture, equipment, technology, and instructional materials available will be done. The new classroom will be equipped with existing inventory. In the event a new class at one school corresponds with the loss of a similar class at another school, the Chief Operations Officer (COO) shall coordinate with the principal to transfer classroom inventory from the losing school to the gaining school.

The remaining needs of the classroom will be met in the following manner: The principal shall fill out the New Classroom Needs form attached herein, check needed items, note quantity needed, and submit request to the COO. After certifying need, the COO will forward the New Classroom Needs form to the district allotment specialist to confirm new allotment and the COO will then follow up with determining purchasing needs.

The COO will facilitate the requisition and installation of technology hardware/software, as needed. The form will then be forwarded to the Office of Academics for instructional resources. When applicable, the Assistant Superintendent of Student Services will facilitate resources for specialized curriculum and any furniture/equipment needs.

The Executive Director of Academic Achievement will coordinate the requisition and delivery of learning resources, teacher editions, and will also ensure

school administration and staff have access to curriculum maps and pacing guides posted on district Learning Management System (LMS).

After all requested items are determined to be on hand or requisitions are prepared to order, the COO will submit the completed form Financial Services for processing and arrangements are made for delivery of stock inventory. The Director of Maintenance and Support Services will sign the New Classroom Needs form indicating his/her review and the form will be forwarded to finance for purchasing.

FORMS ATTACHED:

New Classroom Resources by grade level
Classroom Technology Standards
New Classroom needs form elementary (K-5)
New Classroom needs form intermediate (6-12)