302.12AP – Relocation, Acquisition and Use of Portables

Purpose

The allocation of learning studios within Nanaimo Ladysmith Public Schools shall be guided by the Ministry of Education & Child Care space standards. Any variance to the Ministry space standards shall be in accordance with approval of the Superintendent or designate. The Board supports students being placed in the main building. If the opportunity to place students in the main school building does not exist and a learning studio is the only viable option, the relocation, acquisition, placement, and use of the space shall follow the criteria contained in this procedure.

Procedure

Allocation and Acquisition of Portables

1. Allocation of existing portables and acquisition of new portables shall be based upon providing the best possible educational accommodations for students.
2. Intermediate classes (Grades 4-7) shall receive first consideration for assignment to a portable.
3. Kindergarten and Grade 1 classes shall not be assigned to a portable without running water and toilet facilities unless no other alternative is feasible, and then only with the approval of the Superintendent or designate.

Placement of Portables on School Sites

1. The location of portables on a school site shall be determined by the Facilities Department through consultation with the School Principal, and recommended to the appropriate Assistant Superintendent, based upon:

    - the location best serving school needs
    - accessibility considerations
    - compliance with building regulations
    - proximity of services: electrical, fire, water, information technology and PA system connections
    - ease of access to washrooms
    - future building expansion and site development
    - site grade

2. Facilities shall maintain a portable inventory for use in the allocation process and reporting to the Ministry of Education & Child Care.

3. Facilities shall prepare and keep current a plan indicating possible future locations for portables for each school site. Where a school site requires multiple portables, every attempt will be made to create or enable pods. The creation of a portable pod enables future improvements including but not limited to covered walkways, shared raised decks, access to central washroom facilities, potential security enclosures, and access to shared ramps and stairs.
4. Facilities staff to determine if any potential conflicts exist with any of the neighboring properties. Staff may advise the neighboring property occupant of the works if deemed appropriate. Whenever possible, such notification meeting shall take place at least 6 weeks prior to the placing of the portable classrooms on the site.

Use of Learning Studios

1. The primary use of Portables will be for general instruction purposes.
2. Portables will not be allocated to schools for uses other than general instruction without the approval of the Superintendent or designate. These uses could include, but not be limited to, multi-purpose rooms, staff rooms, band/music rooms, special education rooms and counselling space.
3. Portables utilized as school space on district sites may be used only for their authorized and intended purposes. Any change in the use of a portable requires prior approval of the Superintendent or designate.
4. Any portables that are deemed surplus as the result of new space added or enrolment decline shall be rendered inaccessible to the school and 'secured' by the Facilities Department. Portables deemed surplus shall be considered for re-allocation.

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