



**Washington County School District**  
121 West Tabernacle Street  
Saint George, Utah 84770  
435-673-3553

# Administrative Letter A072

## Furnishing of Portable Classrooms

*Administrative Letter #72 Furnishing of Portable Classrooms - Approved 10/14/2004; Updated 08/27/2013*

---

**DATE:** Reviewed and Updated August 2013 – Craig Hammer

**REGARDING:** Furnishing of Portable Classrooms

### DEFINITIONS

Portable plundering has become a very real problem. Portable classrooms originally furnished with new furniture and equipment have been moved to another school and found empty or supplied with old and damaged furniture and equipment. We can no longer afford to furnish portables repeatedly.

**PORTABLE:** 2 classrooms per portable

**EQUIPMENT PROVIDED FOR EACH CLASSROOM** *through District funds*

Computer CPU unit/hard drive (Teacher retains for future use)

Monitor and keyboard (Teacher retains for future use)

**FURNISHINGS FOR EACH CLASSROOM:** *Not to be removed*

Built-in shelving and cabinet (included in construction of portable)

Whiteboards/Chalkboards (mounted on walls)

Bulletin Boards (mounted)

Blinds (installed for permanent use)

**SUGGESTED EQUIPMENT AND FURNISHING TO BE PROVIDED BY THE SCHOOL:**

Television/VCR with wall mount

Overhead Projector and Cart

CD Player

Wall Screen

Filing Cabinets

Activity Table (if needed)

Student Desks and Chairs

Teacher Desk and Chair

**Beginning immediately, the following procedures will go into effect:**

### **PROCEDURES**

- In the case of portable use during remodeling, all furnishings for the portable will come from existing classrooms, and be retained for the new classrooms. Principals, please keep this information in mind as you look toward future growth and the possible need for portables at your school. Budget now for tomorrow's growth using your school's equipment budget funds.
- The District will help to find surplus furniture to supply the portables but will no longer buy new furniture for that purpose.
- When the portable is no longer needed at a particular school site, the principal will be responsible in accounting for the inventory of the original items and/or replace any missing built-in furnishings.
- The portable classroom is considered an extension of the school building and should be maintained in the same manner. The principal is responsible to assign specific instruction to the teacher and the custodian for the care and maintenance of the portable classroom.