



Book	BYLAWS AND POLICIES
Section	7000 PROPERTY
Title	FACILITIES PLANNING
Code	7100
Status	Active
Legal	I.C. 6-1.1-20-10; 511 IAC 21-2-15
Adopted	November 17, 2020

The Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that school's facilities support the educational program and responds to community needs, the Board will prepare a facilities utilization plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local demographic factors which influence general population growth and public school enrollments.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

In the case of a remonstrance to proposed remodeling or construction of a school facility, school facilities and equipment may not be used to respond to the remonstrance.

The law prohibits the expenditure of money by the school to promote a position or to pay for the gathering of signatures on a petition or remonstrance; the use of employee to promote a position on a petition or remonstrance during the employee's work hours or paid overtime hours; and using students to transport written materials to their residences including a statement within any other communication sent to the student's residence.



EDUCATIONAL SPECIFICATIONS

Educational specifications will be developed to provide guidelines for major renovation or construction projects in schools. The Board will develop procedures to ensure the educational specifications are reviewed periodically and updated to reflect changes in school configuration and instructional methods. The Board will appoint specific committees to adapt the general guidelines to each major project. Those project specific educational guidelines, when approved by the Board, will be furnished to the architect and engineer to use in developing plans and specifications.

Educational Specifications should include, but will not be limited to, the following:

- A. Schedule of space requirements, including an indication of relative locations of various spaces;
- B. A desired layout of special areas and the equipment needed for such areas;
- C. An outline of mechanical features and special finishes desired;
- D. Reference to standard codes, regulations affecting planning and construction standards.

Architects and engineers working in conjunction with the Principal and facilities and safety committee in preparing drawings and specifications, or preliminary sketches thereof, shall consider input from administrative staff, as appropriate, the building staff and parent groups in the school community prior to submitting drawings to the Board for their approval.

After working drawings and specifications have been approved by the Board, no changes shall be made therein except by formal approval of the Board.

No change in plans shall be made upon commencing construction except on the submission of a written change order approved by the Board. In an emergency, the change order may be approved by the facilities and safety committee and reported to the Board at its next regular meeting to be acted on by the Board.