

**Administrative Procedures for Policy #7004 (Construction)
Regarding the Educational Specifications for School Renovation, Revitalization, and/or New
Construction Projects**

I. Purpose

- A. Per the direction of the Board of Education of Calvert County, an educational specification shall be authored as a written guideline to convey the specific program elements for any new facility or for any school building or support facility slated for renovation, revitalization, or expansion. Systemic improvements generally do not require an educational specification document unless so directed by the Board.

II. Definitions

- A. Educational specification – a detailed description of the proposed educational activities for a particular school facility and the corresponding school facility architectural and design requirements that will facilitate those activities
- B. Systemic improvement – Upgrades made to building support systems including, but not limited to, fire alarm and security systems, mechanical and electrical systems, and roof assemblies
- C. Educational elements – Those items which compose a school building as defined by both Calvert County Public Schools and Public School Construction Program guidelines
- D. Public School Construction Program (PSCP) – The clearing house and review agency under the IAC overseeing public school construction

III. Procedure

- A. The Superintendent will assemble an Educational Specification Committee. The committee will be chaired by a designee of the Superintendent.
- B. The committee may be comprised of school-based educators and members of the Departments of Instruction (including media services), Instructional and Informational Technology, Finance, Construction, and Maintenance. In addition, representatives from the Calvert County Parks and Recreation Department, the Citizen Advisory Committee, Public Safety, and a Parent Teacher Association or similar group may be seated. When appropriate and/or required, the Maryland State Public School Construction Program Liaison shall be invited to sit on the Committee.
- C. The document shall convey the educational elements of the Calvert County Public Schools and those of the Maryland State Public School Construction Program. In addition, the document will contain, where appropriate, the following:
 - 1. The guidelines established by the Maryland State Planning Department Smart Growth Initiatives;

2. The procedures established under the Calvert County Board of Education Policy #4550 Regarding Conservation of Energy;
3. High performance school procedures and LEED initiatives as deemed practical;
4. The guidelines established by federal, state, and local agencies' building codes, ordinances and laws.

IV. Action

- A. The Director of Construction is responsible for developing the spatial and environmental guidelines of a new or renovated/revitalized facility. He/she will use the following standards in developing these guidelines:
 1. The educational specification shall be presented to the Board of Education, available for public review and comment for four (4) weeks, amended as necessary, and subsequently adopted by the Board of Education.
 2. When appropriate, the adopted educational specification shall be submitted to the Public School Construction Program for approval.