

Book	Policy Manual
Section	7000 - Facilities
Title	Goals and Objectives
Code	7010
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

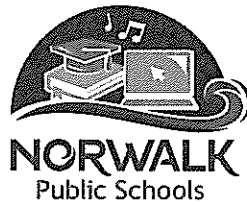
NEW CONSTRUCTION
GOALS AND OBJECTIVES

Two general types of facilities are constructed and utilized by the district, - those for use in the instructional program and those for other purposes such as administration, instructional resources and ancillary services. Priority in the development of facilities shall be based on identified educational needs and on programs to meet those needs.

Each new school shall have an educational specifying committee to assist in designing the school facilities. In addition to community involvement, the processes of facilities design should utilize expertise of the local and central office staff, the state education agency and that available elsewhere.

The Board of Education establishes these broad goals for development.

1. To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem-solving.
2. To base educational specifications for school buildings on identifiable learner needs.
3. To design for sufficient flexibility to permit program modification or the installation of new programs.
4. To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
5. To involve the community, local school staff, available experts and latest in related current development and research in building plans and specifications.
6. To design school buildings that allow for maximum potentiality for community use.



Book	Policy Manual
Section	7000 - Facilities
Title	Planning
Code	7100
Status	Retired
Adopted	September 10, 1985
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NEW CONSTRUCTION

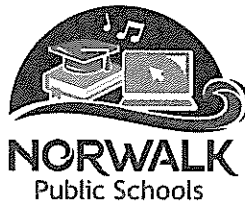
PLANNING

It is the responsibility of the Board of Education to develop and implement plans for the district that will meet the educational requirements of the community both today and into the future. For this reason, the Board's long-range building plans should cover the district's requirements for at least ten years in the future.

The objectives of such a plan are as follows:

1. To improve the educational environment for students and teachers by raising the physical standards in all buildings to match the most effective facilities already existing in the district and to comply with state and federal guidelines.
2. In planning for increased space needs first priority will be given renovation of existing spaces, and second priority to the addition of classrooms when enrollment trends indicate they would be necessary. Capacity needs of adjunct spaces, i.e. libraries, gymnasiums, cafeterias, etc. should be considered as well.
3. To create school complexes which are the best possible balance of effective grouping of educational resources, efficient management and operations and community concerns for the character of the school system.
4. To construct new buildings and make renovations to existing buildings that will be compatible with new organizational patterns planned by the Board and the new instructional programs anticipated.

Decisions pertaining to the construction of educational facilities will be made with consideration of the view points of teachers, students, parents and other citizens.



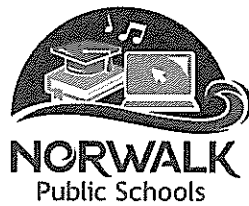
Book	Policy Manual
Section	7000 - Facilities
Title	Determining Needs
Code	7110
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

DETERMINING NEEDS

The significance of providing school facilities that enhance the school system's educational program is recognized by the Board of Education. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

1. The expanding and changing educational program of the school system
2. Relations with the total community, and projected developments in those relationships over the year as established by the district desegregation
3. Plant and site aesthetics as they affect the education of students and feelings of people about their schools
4. Changing makeup of our population as to age distribution, educational levels, and the like
5. Community planning and zoning
6. Financial ability of the school district
7. Safety and welfare of students
8. Relationship between the projected new facilities and those already in existence
9. True economy reflecting full value for each tax dollar expended

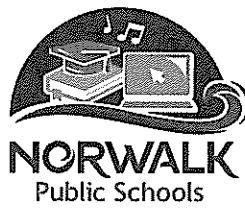


Book	Policy Manual
Section	7000 - Facilities
Title	Projecting Educational Programs
Code	7111
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

PROJECTING EDUCATIONAL PROGRAMS

The educational needs should determine the plan and design of the school. Therefore, the educational program and the accommodations required shall be decided by the Board of Education based on recommendations of administration, teachers and school community.

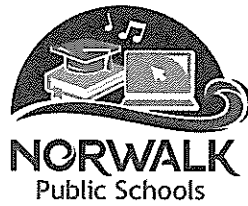


Book	Policy Manual
Section	7000 - Facilities
Title	Forecasting Enrollments
Code	7112
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

FORECASTING ENROLLMENTS

Enrollment forecasts shall be prepared under the direction of the Superintendent utilizing current enrollment information supplemented with data furnished by the appropriate planning office or his/her designee.



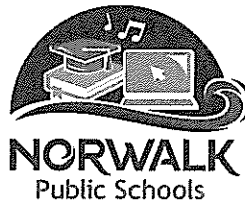
Book	Policy Manual
Section	7000 - Facilities
Title	Evaluating Existing Buildings
Code	7113
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

EVALUATING EXISTING BUILDINGS

All existing school facilities will be evaluated periodically for their spatial, thermal, visual, health, sonic, and aesthetic requirements in terms of the desired educational programming and for safety and structural soundness as required by law.

In addition to the inspections provided by other school system personnel, planning for major rehabilitation and remodeling will be incorporated in the school district capital improvement plan on a schedule basis.



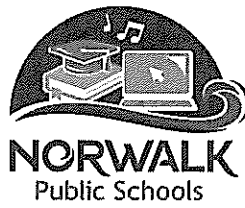
Book	Policy Manual
Section	7000 - Facilities
Title	Retirement of Buildings
Code	7113.03
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

RETIREMENT OF BUILDINGS

A building owned by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuited to the current needs or projected needs of the district.

Public hearings will be held as an informational service to the Board

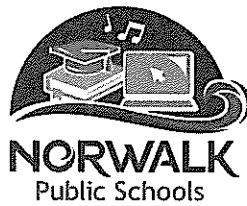


Book	Policy Manual
Section	7000 - Facilities
Title	Temporary Facilities
Code	7114.02
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

TEMPORARY FACILITIES

Because rented and portable facilities are likely to be inadequate for long-term use, it is the aim of the Board of Education to have sufficient facilities to meet the needs of school enrollment and the school program. If circumstances require immediate space not available in the school buildings, temporary facilities may be rented or constructed as an interim measure.



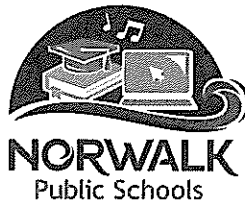
Book	Policy Manual
Section	7000 - Facilities
Title	Developing Educational Specifications
Code	7115
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

DEVELOPING EDUCATIONAL SPECIFICATIONS

The Board of Education shall require the Superintendent to develop a set of comprehensive educational specifications for new or existing facilities. These specifications, shall then incorporate all the guidelines set forth by the State of Connecticut as per attached "Appendix A".

Legal Form ED-049-"Application for School Building Project"
 Section 10-287c-11(a) – Rules and Regulations of Connecticut State Agencies



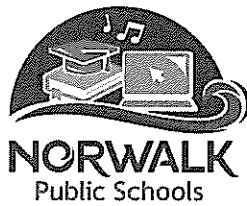
Book	Policy Manual
Section	7000 - Facilities
Title	Using Educational Consultants
Code	7123
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

USING EDUCATIONAL CONSULTANTS

The Board of Education recognizes the complexities of providing physical facilities in a rapidly growing community. These responsibilities are complicated by the demands for change made by a dynamic educational program.

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories and consulting firms may be used to argument school system personnel when needed and authorized by the Superintendent of Schools.



Book	Policy Manual
Section	7000 - Facilities
Title	Compliance with Equal Opportunity Requirements
Code	7416.06
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
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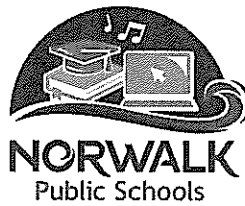
NEW CONSTRUCTION

COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS

Contractors and subcontractors are required to not discriminate against any employee or applicant for employment, to be employed in the performance of a contract with the school district with respect to hiring, tenure, terms, conditions or privileges of employment, religion, national origin or ancestry, or also because of age or gender, except where based on a bona fide occupational qualification. Breach of this covenant may be regarded as a material breach of the contract and may be because for legal action.

Each order or contract, bid or quotation request issued, is to contain the above paragraph.

Legal	4-114a Nondiscrimination clauses in state contract Title VII, Civil Rights Act, as amended by Title IX Equal Employment Opportunity Act Article 19 – Equal Employment Opportunity
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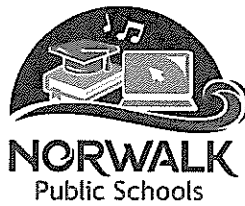


Book	Policy Manual
Section	7000 - Facilities
Title	Inspection by Board of Education
Code	7523
Status	Retired
Adopted	September 10, 1985
Last Revised	June 17, 1998
Retired	June 14, 2022

NEW CONSTRUCTION

INSPECTION BY BOARD OF EDUCATION

It shall be the policy of the Board of Education that the acceptance of new construction be withheld until all details are complete and the buildings are certified as complete by the cities building official, fire marshal, and the Board of Education's Director of Facilities.



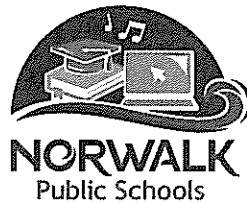
Book	Policy Manual
Section	7000 - Facilities
Title	Naming of Facility
Code	7551
Status	Retired
Adopted	March 28, 1995
Last Revised	June 17, 1998
Retired	June 14, 2022

CONSTRUCTION

NAMING OF FACILITY

The Board of Education endorses the concept of honoring people through naming of school buildings, parts of school buildings, athletic fields and the like for distinguished citizens. The Board of Education will consider such requests, after receiving endorsement of the administrator of the building involved. The following guidelines are set forth to give some structure to this process.

1. The person for whom a school facility is sought to be named should have given extra-ordinary, dedicated and zealous service to the school and/or community.
2. This service should normally span a period of at least twenty years.
3. Any member of the Norwalk community may request a facility naming through the principal of the building that would be affected.
4. The Board of Education will give greater weight to a request from a school that is presented with staff/student/parent organization consensus support.
5. In case of naming school facilities which are under the jurisdiction of another city agency, Board of Education approval must be obtained before sending the request to the other agency.
6. The individual or group making a request for naming of a facility shall assume the cost of appropriate recognition of the individual, such as a plaque, portrait, etc.
7. The Board of Education reserves the right to accept, reject or modify any request brought before it under this policy based upon the best interests of the Norwalk Public School System.



Book	Policy Manual
Section	7000 - Facilities
Title	Appendix A - Guidelines: Educational Specifications for School Building Projects
Code	
Status	Retired
Retired	June 14, 2022

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
School Facilities Unit Bureau of Grants Services**

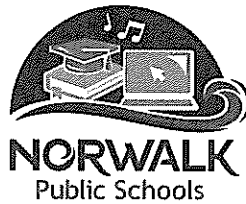
GUIDELINES:

EDUCATIONAL SPECIFICATIONS FOR SCHOOL BUILDING PROJECTS

Educational specifications are required for each school building project and must be filled with form ED- 049 "Application for School Building Project." Section 10-287c-11(a) of the Rules and Regulations of the Connecticut State Agencies defines educational specifications as a "description of the general nature and purposes of the proposed school building project, including the applicant's long range educational plan and relationship of the proposed project to such plan; enrollment data and proposed project capacity; space needs; specialized equipment; environment controls; and site needs."

The purposes of the educational specifications, which are a vital part of the application approval procedures, are (1) for the local board of education to justify the educational need for the proposed school building project; (2) for the local board of education to describe the educational activities which a proposed school building project is to support and the types of spaces which will best accommodate program requirements; and (3) for the State Department of Education to determine the nature and scope, the feasibility and the funding level of the proposed school building project. Therefore, the educational specifications must be of the performance type prepared under the direction of the Superintendent of Schools with maximum input from the local school staff and architect and officially approved by the local board of education. The development of educational specifications is a team activity.

To accomplish the aforementioned purposes, we have prepared the following guidelines as to what constitutes and should be included in the educational specifications. In addition, we have divided the guidelines in terms of the proposed school building project to be undertaken, e.g. priority, catastrophic, etc. If you have any questions regarding educational specifications, please feel free to contact the School Facilities Unit at 566-1213.



Book	Policy Manual
Section	7000 - Facilities
Title	A. Priority School Building Projects
Code	
Status	Retired
Retired	June 14, 2022

A.PRIORITY SCHOOL BUILDING PROJECTS
(Sec. 10-287c-11(a) of the Connecticut General Statutes)

The components of the educational specifications should include, as a minimum requirement, the following:

1. PROJECT RATIONALE:

Describe the proposed project. Include the school building survey or report which brought to light the need for the proposed project. State the educational need for the proposed project and its intended use. Indicate how this project is integrated with a regional plan for school utilization.

2. LONG RANGE PLAN:

State the long range educational plan for the town as adopted by the local board of education, including the goals and objectives of the educational program and the organizational pattern for the school system. Mention any plans or possibilities of year- round schooling.

3. THE PROJECT:

State the relationship of the specific proposed project to the long range plan for the school system.

4. CAPACITY DATA:

State the initial operating capacity for the specific proposed project and planned future expansion if any.

5. LEARNING ACTIVITIES: (Summarize space requirements. See attached outline for sq. ft. totals)

Outline the general nature of the educational program to be housed within the specific proposed project including instructional group sizes, number of instructional stations, specialized instruction or subject need, and extracurricular activities where required.

6. SUPPORT FACILITIES:

Outline the required support facilities within the specific proposed project including areas for administration, health, guidance staff, food service, custodial services and storage.

7. COMMUNITY USES:

Outline the non-pupil activities that may take place during and after school hours within the proposed project, such as group meeting, library use, counseling services, vocational counseling, adult education and leisure activities. State whether the community use of the facility will be on a year-round basis.

8. SYSTEM:

Outline the specialized systems requirements, such as security, clocks and program intercommunication, cable and/or closed circuit television, electronic and long-distance learning.

9. ENVIRONMENT:

Outline the requirements for environmental controls such as acoustics, lighting, heating, ventilation and air conditioning.

10. EQUIPMENT:

Outline the requirements for environment controls such as acoustics, lighting, heating, ventilation and air conditioning.

11. SITE DEVELOPMENT:

Outline the site development requirements, including instructional, recreational, community and/or service facilities, landscaping, ecological requirement, parking, bus access and athletics.

12. PRIORITY CATEGORY:

State in which priority category (31 through #3 in accordance with Section 10-283a-6 of the Regulations of Connecticut State Agencies) you consider the proposed school building project to be and why. (Attached)

B. CODE VIOLATION PROJECTS
(Sec. 10-287C-11 (a) of the Connecticut General Statutes)

The components of the educational specifications should include, as a minimum requirement, the following:

1. PROJECT RATIONALE:

Describe the proposed project. Attach survey or inspection report, etc., as supporting written documentation.

2. LONG RANGE PLAN:

State the relationship of the specific proposed project to the long range plan for bringing the school system into code compliance.