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**COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 810:

SCHOOL FACILITY ADDITION OR MODIFICATION POLICY:

I. PURPOSE

The purpose of this policy is to explain the process whereby additions or modifications to the Cologne Academy facility, both interior and exterior, as well as the lot, are to be followed.

II. GENERAL STATEMENT OF POLICY

Any addition or modification to the school facility or lot needs to be approved by the Facility Committee and school director before they can occur.

III. DEFINITIONS

- A. "Facility" refers to the interior and exterior of the school building.
- B. "Lot" refers to the land on which the school is situated, including the playground and parking lot.
- C. "Facility Committee" refers to the school board approved committee that oversees additions or modifications to the school facility and lot and reports directly to the school director.
- D. "Addition" refers to the addition of any new structure either permanent or temporary to the facility or lot.
- E. "Modification" refers to any permanent or temporary change to the existing facility or lot.
- F. "Submitter" refers to any person, or group of people, submitting a proposal for addition or modification to the facility or lot.

IV. PROCEDURES

- A. The submitter of the proposal shall attend a Facility Committee meeting to present the proposed addition or modification to the school facility or lot. The submitter shall provide plans and documentation necessary to discuss the proposal with the committee.
- B. The Facility Committee will discuss the proposal.
- C. If the submitted proposal is approved by the Facility Committee, the proposal will then be submitted to the school director for final approval.