

Williamsburg Community
School District

Policy Guide

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: 5/12/15

REVISED:

701. FACILITIES PLANNING	
1. Authority	The Board shall engage in short-term and long-term facilities planning in order to meet the ongoing needs of the district’s educational programs and operations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of this process.
SC 1351	The Board shall continuously or annually conduct a census of all children from birth to eighteen (18) years living in the district. The Board shall employ as many enumerators or attendance officers as necessary.
2. Delegation of Responsibility	<p>In order to inform the Board of the district's future needs, the Superintendent or designee shall:</p> <p>Oral report on district facilities presented by Maintenance Supervisor annually.</p> <p>Annually report to the Board on enrollment projections.</p> <p>Report to the Board on the enrollment by grades during the school year.</p> <p>Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.</p> <p>Prepare student population projections and compare the actual population figures to the previously projected figures to detect early any changes in population trends.</p>
3. Guidelines SC 1351	Information gathered in the census shall include for each child the name and address of the parents/guardians; name and location of the school in which the child could be or is enrolled or belongs; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, and address; and other information the Board may legally request to assist in the efficient and equitable operation of the district.

