

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 5.01
FACILITIES**

The superintendent shall be responsible for facilities planning for the Milwaukee Public Schools in accordance with the following:

(1) FACILITY PLANNING

(a) The Board shall have before it at all times a long-range building program to serve as a guide for capital improvements. This program shall be five years in duration and shall contain projects for both preservation and expansion of capacity. This program shall be reviewed and revised annually or whenever the Board modifies the facility standards.

(b) The capital plan shall be designed to provide and maintain adequate facilities to conduct full-time elementary and secondary education programs for all students. The program shall be based upon specific Board policies which are to be modified to conform to changes in the curriculum, availability of construction funds, expansion of territory to be served, and changes in enrollments.

(c) Before the capital plans are submitted to the Board for action, they shall first be referred to the Board's Committee on Strategic Planning and Budget for its consideration and report to the Board.

(2) FACILITY STANDARDS

(a) General

1. Each school shall develop and implement school-based, full-service programs to provide services to meet the needs of the local community, parents, and children, either by the school or in collaboration with other agencies.

2. Each school, working in conjunction with other agencies that serve the neighborhood, shall ensure that all children can safely walk to school and that a safe, secure, and nurturing environment is provided to enable teaching and learning to occur.

3. All schools shall be designed to permit year-round services to be provided.

4. In the development of future programs and schools, an emphasis shall be placed on developing, supporting, and stabilizing neighborhoods.

5. The system shall be organized on a K4-8, 9-12 basis with a compatible K4-5, 6-8, 9-12 basis, with the understanding that unique grade organizations may be created to meet specific program needs.

6. Elementary schools shall accommodate not less than 300 or more than 450 students, middle schools not less than 600 or more than 720 students, and high schools not less than 300 or more than 500 students. High school facilities shall be designed to accommodate two (2) or more schools in order to maintain efficiency in program and operating costs.

7. The student/teacher ratio in K4, K5, and Grade 1 shall be 15:1, maximum.

8. The student/teacher ratio in Grades 2 and 3 shall be 15:1, maximum; in Grades 4-5, 24:1, maximum; in middle school, 25:1, maximum; and in high school, 25:1, maximum.

9. Priorities for construction needs shall be made on the following basis:

1st — New facilities to accommodate children in areas lacking schools due to overcrowding

2nd — Additions or new facilities to accommodate specialty programs

3rd — Replacement of oldest buildings on long-term systematic basis where it is determined that the building is structurally/mechanically unsound or educationally unsuitable

4th — Additions or modifications to accommodate increased enrollments or expanded programs

- 5th — New buildings to accommodate increased enrollments, new programs, or expanded programs.
10. The following principles shall be used for retention of a facility in the school plant:
- a. Schools to be retained are to be limited to those which operate on an educationally and economically effective basis.
 - b. Factors relating to programs, personnel, desegregation, community use, or cooperation to share facilities with suburban districts are to be determined by the Board during the decision-making process.
11. The use of all relocateable or temporary buildings shall be discontinued, and those buildings shall be removed from the school plant.
12. As a general practice, the use of leased facilities shall be discontinued as soon as possible, and the programs shall be housed in permanent school facilities as space becomes available.
13. The use of other schools' facilities to house programs on short-term leased basis shall be considered until permanent space for the programs can be provided.
14. Consideration shall be given to the acquisition of available quality school facilities as permanent additions to the school plant.
15. The use of vacant buildings owned by the Board shall be limited to those which can accommodate specific approved programs.
16. The modernization of older but structurally sound buildings should continue, and in the modernization of older buildings as well as in new construction and additions to buildings, an emphasis should be placed on energy conservation and flexibility in both design and construction.
17. Each building shall comply with all building codes.

(b) Disposition of Surplus School Property

1. Subsequent to the designation of a property as surplus, the appropriate city, county, and other planning agencies shall make recommendations regarding potential future use(s). All properties designated as surplus must be approved as such by the Board prior to advertising for sale.
2. The following priorities shall be utilized in disposition:
 - 1st — Sale, for non-public purpose, with the goal of returning as many properties to the tax base as possible.
 - 2nd — Lease with maintenance and operations activities performed by the district. Lease must cover all cost to the Board of School Directors.
 - 3rd — Sale/lease to other governmental agencies.
3. The sale of any surplus property shall be at fair market value, at a minimum.
4. As a general practice, all leases will be executed to minimize or eliminate all costs to the Board of School Directors. Net revenue generated from fees for the lease of vacant buildings owned by the Board shall be placed in the Construction Fund, unless otherwise designated by the Board.

(c) Board Standards on Sites

1. When demographic conditions suggest, school sites may be acquired in advance of need, with sites in the established portion of the city included.
2. School locations should be spaced proportionally to the projected disposition of students throughout the city so that the following minimum distances serve as suggested criteria in order to accommodate all areas of the city equally:

Elementary schools 0.5-mile radius*
 Middle schools..... 0.75-mile radius
 High schools..... 1-mile radius

*Note: *Radius* refers to distance from the school to the edge of a circle within which no other school of the same level is located.

3. In an effort to equalize the educational environment in the Milwaukee Public Schools, the school system should attempt to provide the following site sizes for new and existing schools:

- Elementary 7 acres
- Middle 10 acres
- High..... 20 acres

4. The City and County of Milwaukee, through the utilization of available local, state, or federal funding, shall be given the major responsibility of acquisition and development of all additional open space/recreational acres in accordance with applicable Board policies relating to site.

5. Every attempt shall be made to provide off-street parking at all schools to the greatest degree possible.

6. The Board shall adopt a five-year capital plan which is to contain projects for both preservation and expansion of capacity. It shall be reviewed and revised annually during the budget process or whenever the Board modifies the facility standards.

7. The approved policy of the Board regarding community involvement in capital improvements shall be followed.

8. For both upgrading facilities and new construction, reasonably uniform standards of space for all programs or services shall be developed for all grade-level organizations. Spaces shall be designed in the most efficient, economical, and flexible manner.

9. Appropriate space for art, music, library, parent centers, science, computer technology, bilingual and ESL, where applicable, shall be provided in all schools.

10. Enrollment of exceptional education students in all schools shall be proportional to district averages, and students shall be accommodated in their neighborhood schools wherever feasible. Distribution of severely and medically fragile students should be expanded to create additional educational opportunities as close to their homes as possible.

(d) Early Childhood

- 1. All-day kindergarten services shall be provided for all four-year-olds
- 2. Full-day kindergarten shall be provided for all five-year-olds
- 3. Early childhood centers shall be established as the Board directs.

(e) Easements

1. Easements that are required to provide services for district facilities shall be executed by the superintendent or his/her designee.

2. Easements that are requested by outside agencies are to be brought to the Board for approval. The revenue generated by the granting of any easement to an outside agency shall be based on fair market value. Any revenue generated by the granting of an easement at a school site that exceeds district expenses shall be allocated to the local school. All net revenue that is generated at a non-school site shall be placed in the Construction Fund.

(3) FACILITIES PLANS AND SPECIFICATIONS

In the planning of individual building projects, it is important that primary consideration be given to needed educational programs so that new buildings will be designed and constructed to be maximally functional. For effective planning to take place, there must be involvement of parents and other community representatives, as well as of principals, school staff members, and representatives of the central administrative and supervisory staff.

(a) Overriding Principles

Three overriding principles guide the planning and involvement process:

- 1. An achievable timeline must be established and adhered to. Individual participants must be willing to meet these time constraints.

2. The process should be standardized as much as possible to facilitate the tasks involved and reduce turnover of the participants.
3. Existing school/community groups should be used as much as feasible, with each constituency responsible for selecting its participants.

(b) Building Size and Program Space

1. Elementary schools shall accommodate not less than 300 or more than 450 students, middle schools not less than 600 or more than 720 students, and high schools not less than 300 or more than 500 students. High school facilities shall be designed to accommodate two (2) or more schools in order to maintain efficiency in program and operating costs.
2. For both upgrading of facilities and new construction, reasonably uniform standards of space for all programs or services shall be developed for all grade-level organizations, with all spaces to be designed in the most efficient, economical, and flexible manner possible.
3. The modernization of older but structurally sound buildings shall continue. In the modernization of older buildings, as well as in new construction and in additions to buildings, emphasis shall be placed on energy conservation and flexibility in both design and construction.
4. Provision shall be made for appropriate space for art, music, library, parent centers, science, computer technology, bilingual programs, and ESL, where applicable, in all schools.

(4) SITE PLANS AND SPECIFICATIONS

1. The Board shall acquire sites in advance of need, with sites in the established portion of the city included.
2. School locations need to be spaced proportionately to the projected disposition of students throughout the city. Where the resident student population justifies, the following minimum distances shall serve as suggested criteria in order to accommodate all children in the city equitably:

Elementary schools	0.5-mile radius*
Middle schools.....	0.75-mile radius
High schools.....	1-mile radius

*Note: *Radius* refers to distance from the school to the edge of a circle within which no other school of the same level is located.
3. In an effort to equalize the educational environment in the Milwaukee Public Schools, the school system shall attempt to provide the following site sizes for new and existing schools:

Elementary	7 acres
Middle	10 acres
High.....	20 acres
4. The Board believes that schools of different grade levels should not be planned for the same or contiguous sites.
5. In acquiring sites, the Board shall work closely with other government agencies whose spheres of authority are involved.
6. The City and County of Milwaukee, through the utilization of available local, state, or federal funding, shall be given the major responsibility for acquisition and development of all additional open space/recreational areas, in accordance with applicable Board policies relating to site.
7. Wherever possible, every attempt shall be made to provide off-street parking at all schools.

(5) CONSTRUCTION PRIORITIES

The Board shall determine construction priorities on the basis of the relative need for facilities to provide full-time education for all children; therefore, priorities for construction needs shall be determined on the following basis:

- 1st — New facilities to accommodate children in areas lacking schools due to overcrowding
- 2nd — Additions or new facilities to accommodate specialty programs
- 3rd — Replacement of oldest buildings on long-term systematic basis where it is determined that the building is structurally or mechanically unsound or educationally unsuitable
- 4th — Additions or modifications to accommodate increased enrollments or expanded programs
- 5th — New buildings to accommodate increased enrollments, new programs, or expanded programs

(6) NAMING OF SCHOOL FACILITIES

(a) When a school is named after a person, the person after whom it is named shall have been deceased for a period of not less than 10 years; shall have been a citizen of the United States, or shall have rendered valuable service to the United States; and shall have made an outstanding contribution to the public welfare. A school named after a person shall not be renamed, except for compelling reasons. Once official action is taken to name a school, the name shall not be changed unless there is a confusion of names.

(b) Changing the name of a school building shall be limited to elementary and middle schools. The recommendation of a name change shall be brought to the Board through the local governance structure of the school.

(7) TEMPORARY SCHOOL FACILITIES

(a) The use of all relocateable or temporary buildings shall be discontinued, and those buildings shall be removed from the school plant.

(b) As a general practice, the use of leased facilities shall be discontinued as soon as possible, and the programs shall be housed in permanent school facilities as soon as space becomes available.

(c) The use of other schools' facilities to house programs on short-term lease basis shall be considered until permanent space can be provided.

(d) Consideration shall be given to the acquisition of available quality school facilities as permanent additions to the school plant.

(8) FACILITIES RETIREMENT

(a) The question of school closings shall be considered in the development of long-range plans for building and site modernization and utilization.

(b) The Board shall take action by December 31 on specific schools that will be closed the following school year.

(c) Communities to be affected by any possible school closings or building changes shall be involved in the first steps of planning.

(d) The following principles shall be used for retention of a facility in the school plant:

1. Schools to be retained are to be limited to those which operate on an educationally and economically effective basis.
2. Consideration of factors relating to programs, personnel, desegregation, community use, or cooperation to share facilities with suburban districts shall be made by the Board during the decision-making process.

(e) Schools that are closed and previously vacated buildings owned by the Board shall be used for other purposes by the school system only if economically feasible and if they can accommodate specific approved programs.

(9) SCHOOL PROPERTIES DISPOSAL

In disposing of surplus school buildings and sites, the Board shall be guided by the following priorities based upon recommendations from various planning agencies, the needs of the school system, and input from the staff:

- 1st — Sale, for non-public purpose, with the goal of returning as many properties to the tax base as possible.
- 2nd — Lease with maintenance and operations activities performed by the district. Lease must cover all cost to the Board of School Directors.
- 3rd — Sale/lease to other governmental agencies.

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