



Title: **Facilities Planning**

Code: 701

Book: Policy Manual

Section: 700 Property

Purpose

Strategic planning is desirable and is required by State Board of Education regulations. Community involvement is an important part of such a process. Facilities planning is a primary component of long range planning.

Authority

The Board shall annually between March 1 and September 1 in Waynesburg Borough and Franklin Township and semi-annually in the other municipalities conduct a census of all the children from birth to eighteen years living in the district. The Board will employ as many enumerators as may be necessary for that purpose.

Information gathered in the census shall include for each child the name and address of his/her parents or guardians, the name and location of the school in which the child is or could be assigned, the name and address of any employer of a child under 18, the child's name, date of birth, age, sex, nationality, address, and such other information as the Board may require to operate the district efficiently and fairly. [\[1\]](#)

Delegation of Responsibility

In order to inform the Board of the future needs of the district, the Superintendent shall prepare a written description of existing physical facilities and shall:

- annually report to the Board on the number of live births and the number of resident pupils attending private school;
- report to the Board on the enrollment by grades during the school year annually;
- estimate each spring the number of students who will be enrolled in the schools of the district in September of the year for which the estimate is made; and
- prepare student population projections every year and compare the actual population figures to the previously projected figures to detect early for the benefit of the Board any changes in population trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. [\[2\]](#)[\[3\]](#)

At least one elementary school building and site, as well as the middle and high schools, shall provide suitable accommodations to carry out the educational program of the school including provision for the handicapped, pursuant to law and regulation.

Adopted: **October 21, 1981**

Legal References:

- [1. 24 P.S. 1351](#)
 - [2. 24 P.S. 701](#)
 - [3. 24 P.S. 704](#)
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