Educational Specifications/Procedure

I. Purpose

The following regulations sets forth the procedure and sequence for the review and development of educational specifications.

II. Definition

Educational specifications constitute the description of instructional program and facility requirements for construction of new schools and for major renovation of existing schools when such renovation is, in all or in part, necessary to accommodate the instructional program.

III. Procedure

1. Separate elementary, middle, and high school educational specifications shall be developed to meet instructional program requirements for new school facilities. These educational specifications will be periodically reviewed and revised (if necessary) by Instruction to ensure conformance with the current instructional program. This review will precede the construction of a new school facility.

2. Educational specifications shall be developed by Instruction for major renovation of an existing school facility when the instructional program of that facility will be affected.

3. Consideration shall be given to the inclusion of citizens, students, and staff as part of an advisory planning task force for the review of elementary, middle and high school educational specifications and for the development of educational specifications of major renovation projects.

4. When an advisory planning task force or educational specifications committee is necessary due to the proposed scope of an impending project, members of the committee shall be recommended to the Board.
5. An instructional staff member or Area Associate Superintendent shall be designated to serve as Chairman.

6. Recommendations of an advisory planning task force shall not be considered as binding, but shall be considered with equal attention of all planning input.

The Supervisor of Construction and the Associate Superintendent for Management will be responsible for the implementation and monitoring of this regulation.