

CHAPTER 6 SCHOOL FACILITIES

Article 1 Goals

Section 6-1.1. Efficient and safe facilities required; specifications for new buildings.—A. The School Board seeks to upgrade school facilities so that the environment for learning will provide students with the best possible opportunity for an education in schools that are free of safety and health hazards. A second goal is to provide school facilities which will be efficient to operate and provide the necessary instructional spaces to operate a comprehensive educational program for students in grades K-12. The School Board aims specifically toward: (1) new buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support Suffolk Public School’s educational philosophy and instructional goals; (2) Meeting all safety regulations through remodelling of older structures; (3) Providing such building renovations as needed to meet requirements on the availability of public school facilities for disabled persons; and (4) Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two (2) factors will also be given special consideration in the renovation of buildings.

B. Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodelling will be developed only after the viewpoints of teachers, students, and parents have been sought. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-135 *et seq.* (1950), as amended.

Section 6-1.1:1 Superintendent responsibilities; documentation of pesticide application required. — A. The superintendent will have the general responsibility for the care, custody, and safekeeping of all school property. The principal of each school will be responsible for the operation, supervision, care, and maintenance of the school plant.

B. The school division shall maintain documentation of any pesticide application that includes the target pest, the formulation applied, and the specific location of the application. (Adopted May 12, 2016; Ordinance Number 15/16-45; Effective Date: July 1, 2016)

Legal Authority – Virginia Code §§ 22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-293.D. (1950), as amended.

Article 2 Planning

Section 6-2.1. Short and long term planning required; Role of Superintendent; Capital Improvement Program—A. The School Board is responsible for the regular operation and orderly development of its physical plants. The School Board concerns itself with both short and long range planning and will have before it a Capital Improvement Program to serve as a guide.

B. The superintendent presents to the School Board annually, or as necessary to coordinate with the planning process of the appropriating body, a Capital Improvement Program which includes recommendations regarding timing, location, costs and savings associated with: (1) New building requirements and (2) Restoration and renewal of existing school facilities. The superintendent may make recommendations for new buildings and renovations after input concerning facilities utilization, development and closure from a broad based committee representing the staff and community. Recommendations are supported by data that supports the feasibility and need for construction and/or renovation.

The Capital Improvement Program will be subject to systematic study, revision, and extension. The respective projects will be acted upon individually when proposed for implementation. The Capital Improvement Plan, after approval by the School Board, will be submitted to the City of Suffolk for inclusion in the comprehensive City Plan.

C. The Capital Improvement Program will be designed to provide adequate facilities to conduct full-time elementary, middle and secondary education programs for all pupils residing in the City of Suffolk and such adult and interdivision and interagency programs as approved by the School Board.

D. The Capital Improvement Program will be planned and modified as needed to conform with changes in projected enrollments, demographic shifts, courses of study, and availability of construction funds. (Adopted February 9, 1995; Revised May 12, 2016; Ordinance Number 15/16-46; Effective Date: July 1, 2016)

Note: The **2016** revision revised Subsection A, second sentence which read “For this reason, the School Board will concern itself with both short and long range planning and will have before it a Capital Improvement Program to serve as a guide” to read “The School Board concerns itself with both short and long range planning and will have before it a Capital Improvement Program to serve as a guide.” This revision also added Subsection B.

Legal Authority - Virginia Code §22.1-79 (1950), as amended.

Section 6-2.2. Comprehensive plan development for use of school facilities.—The City Council for the City of Suffolk, in accordance with state law, periodically approves a comprehensive plan for the physical development of the City. Contained within this plan are sections which pertain to the number, location, and use of school facilities. Suffolk Public Schools employees shall participate with the City in planning and developing those portions of the plan which deal with school facilities. Prior to consideration of the plan by City Council, the School Board may, at its discretion, forward a resolution to City Council expressing the position of the School Board on the proposed plan. Following the adoption of the comprehensive plan by City Council, the plan becomes the official statement of policy by City Council regarding the location and use of public facilities in the City. The School Board recognizes the policy status of the plan, and will use it for guidance whenever it is not inconsistent with the educational objectives of the School Board. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§22.1-79 & 15.2-2223 (1950), as amended.

Section 6-2.3. Enrollment projections; use of outside studies.—A. Enrollment projections will be prepared on a ten (10) year basis under the direction of the superintendent and will be reviewed and brought up to date annually. The projections will take into consideration the following: (1) figures from the latest available student data; (2) school registration figures; (3) review of forthcoming changes in planning and zoning; (4) review of current and planned community land development and housing projects.

B. Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the School Board may authorize outside studies of population trends and school enrollment. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-79 (1950), as amended.

Section 6-2.4. Superintendent Must Approve Plans and Specifications—No public school building or addition or alteration thereto, for either permanent or temporary use, is advertised for bid, contracted for, erected or otherwise acquired until the plans and specifications therefor have been approved in writing by the superintendent and are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects that such plans and specifications are, in the professional opinion and belief of the architect or professional engineer, in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code. The superintendent's

approval, architect's or engineer's statement and a copy of the final plans and specifications are submitted to the Superintendent of Public Instruction. (Adopted May 12, 2016; Ordinance Number 15/16-47; Effective Date: July 1, 2016)

Legal Authority - Virginia Code §22.1-140 (1950), as amended.

Section 6-2.5. Naming of School Facilities; Living Individuals Prohibited; Renaming of Facility. — A. It is the responsibility of the Suffolk School Board to determine the name of schools and school facilities in the division. The School Board will solicit and accept input from the public regarding the names of schools and school facilities but reserves the right to make the final decision regarding the name of any school or school facility. Suggestions regarding the name of a school or school facility must be in writing, must state the name of the person or group making the suggestion and must state the reasons supporting the suggestion. The School Board may create a committee to make recommendations to the Board on the naming of any school or school facility.

B. No school or school facility will be named for a living individual. Schools and school facilities may be named for individuals who have been deceased for at least 10 years.

C. The Board may rename a school or school facility upon a determination that it is appropriate to do so. The procedure for renaming a school or school facility will be the same as the procedure outlined above. (Adopted May 12, 2016; Ordinance Number 15/16-48; Effective Date: July 1, 2016)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Article 3 Playground Equipment

Section 6-3.1. Appropriate playground equipment required; community involvement encouraged.—A. The School Board recognizes the value of having appropriate playground equipment located in school playgrounds and recognize the value of community participation in the development of these creative playgrounds.

B. Since the school playground is a part of the community, the development of the playground should be a community effort. Parents, teachers, and pupils can be expected to contribute to the planning and development of an active outdoor learning environment that is safe and fills the needs of both the community and the school. The creative playground must developed in accordance with the procedures and guidelines developed by the School Board and as

amended from time to time. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-79 (1950), as amended.

Section 6-3.2. Ownership of playground equipment. —When equipment or facilities are installed on School Board property, the School Board assumes ownership of that equipment and facilities, unless specifically stated otherwise. For this reason, the maintenance of the playground equipment installed by a school or community group will be the responsibility of the School Board. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-125 & 22.1-126 (1950), as amended.

Section 6-3.3. Inspection requirement. —A. Once installed on School Board property, the principal of the school will have the responsibility to inspect the equipment on a regular basis, not less than monthly, and the authority, in the sole discretion of the principal, if the equipment is unsafe in any way, to recommend its repair or removal from school property. The principal may also restrict or deny the use of such equipment until such time, in the principal's sole opinion, that the equipment is restored to a safe condition.

B. The School Board, under the direction of the Director of Facilities and Planning, will perform or have performed, an inspection of all playground equipment, not less than annually to ensure the safe and proper condition of the equipment. If as a result of any such inspection(s) or as a result of items brought to the attention of the School Board, any repairs or removal of any equipment be deemed necessary, in the sole opinion of the Director of Facilities and Planning, the School Board will perform, or have performed, the necessary repairs. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§22.1-293, 22.1-125 & 22.1-79 (1950), as amended.

Article 4

Educational Specifications

Section 6-4.1. Detailed education specifications provided by superintendent.—A. To ensure that all new and remodelled facilities are designed to best implement the educational program, the superintendent will provide for the development of detailed educational specifications to apply to the design and

construction of new buildings. Educational specifications are detailed descriptions of: (1) all activities that will take place in the building; (2) the curriculum to be housed in the building; (3) specific architectural characteristics desired; and (4) the facilities needed, their equipment requirements and their space relationship to other facility elements.

B. When educational specifications are prepared, an introductory section will also be included which will be devoted to a brief description of the community and the educational philosophy of Suffolk Public Schools. The preparation of educational specifications serves a two-fold purpose: (1) to clarify and consolidate the thinking of the administration, the School Board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new building; and (2) to organize this important information in a manner that can be easily and clearly interpreted by an architect. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-140 (1950), as amended.

Section 6-4.2. Persons involved in developing specifications; use of consultants.—A. The persons involved in developing educational specifications should include: the School Board which adopts policies, approves the final specifications, employs the architect, and provides the budget; the superintendent, who provides administrative leadership, interpretation, and evaluation; principals, teachers, and other certified staff members; student and citizen representatives and the architect.

B. Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and the School Board. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§22.1-79 & 22.1-140 (1950), as amended.

Article 5

Energy Conservation

Section 6-5.1. Energy conservation in constructing new facilities.— Because the costs of energy are increasing and the supplies of conventional energy sources are decreasing, the School Board recognizes the importance and need for conservation in the construction of new school facilities. The use of energy-conserving measures can be an example for the students and the community. The

use of energy-conserving construction will be held in high regard. The proposed project which contains the most efficient energy-saving plans within an acceptable budget will have highest architectural evaluation and will comply with educational specifications and cost control checklists as determined by the School Board upon recommendations from the superintendent. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-79 (1950), as amended.

Section 6-5.2. Continuous study required.—A continuous study of energy problems and energy sources will be maintained by the administration for future planning in new construction. (Adopted February 9, 1995)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Article 6 Accommodations For The Disabled

Section 6-6.1. Building must be accessible to the disabled.—Plans for new and remodeled buildings must offer such design and accommodations as to make them accessible to disabled persons. The School Board will review construction plans to ensure that new and remodeled buildings will be made fully accessible. (Adopted February 9, 1995)

Legal Authority - Rehabilitation Act of 1973, Section 304, & Americans with Disabilities Act of 1990.

Article 7 Construction Supervision

Section 6-7.1. Adequate supervision required; duties; assurance.—A. The School Board will give assurance that it will provide adequate supervision of each construction project by a qualified person during construction in accordance with regulations of the State Department of Education. This person is to be known as construction representative, project inspector, or clerk of the works, with duties to be commensurate with the magnitude of the project.

B. Duties include daily project surveillance; the preparation of a daily construction diary outlining the various disciplines of work being accomplished,

weather conditions, numbers and types of mechanics on job, materials delivered and delaying factors if any, and estimated weekly percentage of completion, interpretation of plans and specifications and interface with the architect/engineer and the project contractor; reports any and all matters requiring contract action to the purchasing agent; reviews all partial payments received from the architect/engineer upon substantial completion, coordinates punch list with architect/engineer for transmittal to contractor.

C. Assurance of this supervision will be furnished by the School Board to the state supervisor of school buildings prior to approval of plans and specifications for construction. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§22.1-138 & 22.1-79 (1950), as amended.

Section 6-7.2. Authority to Execute Change Orders. — When consideration paid by the School Board under any fixed price contract is less than \$400,000 or more, the school superintendent is hereby authorized to approve and execute change orders for any such contract provided the amount of any single change order does not exceed \$100,000. When consideration paid by the School Board under any fixed price contract is less than \$400,000, the school superintendent is hereby authorized to approve and execute change order for such contract provided the amount of the change orders does not increase the contract amount by more than \$50,000 or twenty-five percent, whichever is greater. The school superintendent shall report to the School Board, as soon as practicable, all change orders approved and executed by the school superintendent. (Adopted September 14, 2000; Ordinance Number 00/01-04; Revised March 14, 2002; Ordinance Number 01/02-03; Revised: May 11, 2006; Ordinance Number 05/06-4; Adopted: May 11, 2006; Effective Date: May 11, 2006)

Note: The **2006** revision to Section 6-7.2 inserted the language. When consideration paid by the School Board under any fixed price contract is less than \$400,000 or more, the school superintendent is hereby authorized to approve and execute change orders for any such contract provided the amount of any single change order does not exceed \$100,000. When consideration paid by the School Board under any fixed price contract is less than \$400,000, the school superintendent is hereby authorized to approve and execute change order for such contract provided the amount of the change orders does not increase the contract amount by more than \$50,000 or twenty-five percent, whichever is greater.” and deleted the language “The school superintendent is hereby authorized to approve and execute change orders for any construction project when the amount of the change order does not exceed \$50,000 for any single change order.”

Legal Authority - Virginia Code §§22.1-138 & 22.1-79 (1950), as amended.