

# Policy Section F

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# FA Facilities Development Priority Objectives

File: FA

## FACILITIES DEVELOPMENT GOALS/PRIORITY OBJECTIVES

As the Board seeks to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The Board aims specifically toward:

- A. New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the school system's educational philosophy and instructional goals;
- B. Meeting all safety requirements through the remodeling of older structures;
- C. Providing such building renovations as needed to meet requirements on the availability of public school facilities to individuals with disabilities; and
- D. Building design and construction that will lend to reduced maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed only after the viewpoints of teachers, students, and parents have been sought.

Adopted: February 14, 1994

Reviewed: November 20, 2006; May 8, 2014; January 29, 2020; January 31, 2025

# FB Facilities Planning

File: FB

**FACILITIES PLANNING** The Board recognizes that the school unit's educational programs are substantially influenced by the physical environment within which they function.

It is the Board's goal to provide appropriate facilities needed for the number of students in the unit and to provide the kind of facilities that will best support and accommodate our educational program. To this end, there should always be a five-year facilities plan shared with the Board, which shall be updated every two years.

In planning facilities, the Board recognizes that capital outlay funds are limited. The Board shall establish priorities in order to make the best use of school facilities funding.

New buildings and/or renovations to existing buildings shall be in accordance with the organizational patterns established by the Board and shall be designed to fit current as well as anticipated instructional programs.

For each building project, a School Building Committee will be appointed and charged with the responsibility of facilities planning. The authority and responsibilities of this Committee shall be detailed by the Board at the time of appointment.

Architects employed by the Board are expected to plan for high educational utility and flexibility; access to and use by the disabled; sound economics; low long-range maintenance costs and energy efficiency; low insurance rates; and quality of design.

Decisions pertaining to the construction of educational facilities will be made after consultation with professional staff, students, parents and citizens.

All plans and procedures shall be in compliance with federal and state law. All stages of facility planning and construction shall comply with the Maine Department of Education regulations.

Legal Reference: 20-A, MRSA § 15902

Adopted: May 11, 1992

Reviewed: November 20, 2006; May 8, 2014

Revised: March 24, 2025

# FD Facilities Funding and Construction

When there is a need for school construction, the Board shall request the necessary state approval to begin planning. Upon determination of the cost of the construction, the Board shall approve a bond issue for the amount needed and shall take the necessary steps for presenting the issue for public approval.

If the voters approve the bond issue, construction planning shall proceed. Award of the construction contract shall be made after advertisement for bids and shall be given to the low bidder who meets all requirements, including the state's code of fair practices (equal opportunity employment).

During the construction period, the Board shall determine who shall be its agent for approving changes in specifications and/or cost changes (an administrator, construction supervisor, Board committee, or other). The Board shall itself retain final approval over all but minor decisions concerning construction.

Legal Reference: Title 20-A, MRSA, Sec. 15909

Adopted: May 11, 1992

Reviewed: November 20, 2006

Revised: August 25, 2014

Reviewed: January 29, 2020; January 31, 2025

# FEA Educational Specifications

File: FEA

## EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

To ensure that all new facilities and/or major renovations are designed and built to serve the school system's educational program, the Superintendent shall be charged with detailing educational specifications for all new buildings. Board approved specifications will be presented to the School Building Committee for use by the architect.

In developing specifications, the Superintendent shall draw on recommendations from citizens, professional and non-professional staff, students and community groups.

Specifications shall include but not be limited to:

- A. Organization and estimated enrollment in the proposed building;
- B. Description of students to be served;
- C. Description of proposed teaching methods and curriculum;
- D. Space requirements; and
- E. Architect's floor plans and layouts of special areas and specifications for equipment needed in these areas.

Adopted: May 11, 1992

Reviewed: November 20, 2006; May 8, 2014; January 29, 2020; January 30, 2025

# FF Naming of Facilities

## NAMING OF FACILITIES

The Board believes that the naming of a school facility is a matter of importance that deserves thoughtful attention. The Board considers facilities to include buildings, specific rooms to building additions, designated areas or specific rooms within buildings (e.g. gymnasiums and libraries), and athletic fields and stadiums. While the Board is responsible for the naming and renaming of all school facilities, the Board will appoint a committee, if the need arises, to seek input from students, parents, district staff and the community. The committee shall be comprised of a school administrator, a student, a teacher, the Facilities Committee Chair, and a citizen of Regional School Unit 1. The committee will have 120 days to make a recommendation to the Board.

The following guidelines apply to the naming of school facilities: A. Names should have special meaning to citizens and be supportive of education and community values,

B. In selecting a name, the Board may consider geographical locations and landmarks, the history of the area, and parties who have made a significant contribution to education in the district and to the community, region, state, or nation.

C. The traditions of the facility and its intended use should be considered.

D. When naming discrete areas within a facility, similar considerations apply, keeping in mind the relative significance of the area to the entire facility.

Adopted: December 20, 2011 Reviewed: May 8, 2014 Revised: November 26, 2017; March 24, 2025

# FFA Memorials

## MEMORIALS

The Board recognizes that when a school community experiences the sudden death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Additionally, certain traumatic events occurring on a local, state or national level may also give rise to the need for school unit acknowledgment through appropriate activities. Requests from students, staff, parents or others for remembering or memorializing a person or event may be approved by the Board, superintendent or designee, subject to the provisions of this policy.

The Board recognizes that remembrances of flowers, personal messages and mementos are often created at lockers, parking spaces and other areas on district property upon such losses or events.

Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional district counseling services may be made available to provide support. Deaths will not be announced or memorialized on reader boards.

School will not be dismissed early or cancelled on the day of a memorial or funeral service unless approved by the Superintendent.

Memorials may be permitted at the discretion of the building principal. The building principal will consult with the family of the deceased, as appropriate. The display of all remembrances will be temporary in nature, removed in a timely manner and offered to the family.

Contributions may be made to a general scholarship fund established by the school unit memorializing a member or members of the school community or in memory or recognition of certain events.

Requests may be made to memorialize an individual or event in school yearbooks, at graduation ceremonies and other district activities. Activities that will not detract from scheduled classroom or school activities, or the celebration of student accomplishments may be permitted, with prior building principal approval. Activities or events may be rescheduled or cancelled with prior superintendent approval only.

In considering memorial activity requests, school administrators will balance memorializing or commemorating the individual or event on the one hand with avoiding creating an atmosphere that glamorizes a traumatic event or self-destructive behavior on the other.

Items may be accepted by the district in memory of an individual or event with Board approval only. The Board will consider any maintenance costs to the district of such gifts. Items received become the property of the

district and will be used for the purpose for which they were donated.

Flags may be lowered only in accordance with state and federal law. District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may be named or renamed to memorialize an individual with Board approval only.

The Board will be considered the use of district property for memorial services in accordance with Board policy KF – Community Use of School Facilities and applicable administrative procedures.

Cross Reference: EBCA – Emergency Management Plan

FF – Naming of Facilities

KCD – Public Gifts/Donations to the Schools

KF – Community Use of School Facilities

Adopted: March 24, 2025