

SECTION F: Facilities Development

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## FACILITIES PLANNING

The school board provides for the erecting, furnishing, equipping, and maintenance of all school facilities.

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 will include recommendations regarding timing, location, costs and savings associated with:

1. New building requirements
2. Restoration and renewal of existing school facilities

The superintendent may make recommendations for new buildings and renovations after receiving input concerning facilities utilization, development and closure from the community.

Recommendations are supported by data that supports the feasibility and need for construction and/or renovation.

Adopted: November 5, 2001  
Revised: January 7, 2013  
Revised: May 8, 2015  
Revised: July 13, 2020

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Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79.

Cross Ref.: AF Comprehensive Plan  
BCF Advisory Committees to the School Board  
FEA Educational Facilities Specifications  
FECBA Energy Efficient Construction  
FEG Construction Planning

## PLAYGROUND EQUIPMENT

When any playground equipment is installed on school board property the board assumes ownership of that equipment unless specifically stated otherwise by agreement. For this reason the maintenance of the playground equipment installed by a school or community group is the responsibility of the school board.

Once equipment is installed on school board property, the principal of the school will have the responsibility to inspect the equipment on a regular basis and the authority to order its repair or removal from the school property. The principal may also restrict or deny the use of such equipment until such time as, in his or her opinion; it is restored to a safe condition.

Consideration should be given to designing the outdoor learning environment to support classroom learning.

Adopted: July 1, 1998  
Revised: November 5, 2001  
Revised: May 3, 2010  
NKSB Review: January 7, 2013 – no changes  
Revised: January 7, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79, 22.1-293.

Guidelines for School Facilities in Virginia's Public Schools (Virginia Department of Education, September 2013).

## EDUCATIONAL FACILITIES SPECIFICATIONS

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent provides for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications include detailed descriptions of:

1. All the activities that are expected to 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.

When educational specifications are prepared, an introductory section is included containing a brief description of the community and the educational philosophy of the division. Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and approved by the school board.

The School Board consults with the local building official and the state or local fire marshall to develop a procurement plan to ensure that all security enhancements to public school buildings are in compliance with the Uniform Statewide Building Code and Statewide Fire Prevention Code.

Adopted: July 1, 1998  
Revised: May 3, 2010  
NKSB Review: January 7, 2013 – no changes  
Revised: April 15, 2019  
Revised: August 5, 2019

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-79, 22.1-138.

Cross Refs.: AF Comprehensive Plan  
FA Facilities Development  
FB Facilities Planning  
FECBA Energy Efficient Construction  
RECB B Accommodations for the Disabled  
FEG Construction Planning

## ENERGY EFFICIENT CONSTRUCTION

Efficient use of energy in construction and operation of school division buildings is a high priority. To the extent permitted by the Public Procurement Act, a proposed project which contains the most energy-efficient plans within an acceptable budget shall have priority. Energy efficiency will be considered in the architectural evaluation.

A continuous study of energy use shall be maintained by the administration for future planning in new construction.

Adopted: July 1, 1998

Revised: May 3, 2010

NKSB Review: January 7, 2013 – no changes

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78

Cross Refs.: DJF Purchasing Procedures  
FA Facilities Development  
FEA Educational facilities Specifications

## ACCOMMODATIONS FOR THE DISABLED

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons as required by law.

Adopted: July 1, 1998  
Revised: May 3, 2010  
NKSB Review: January 7, 2013 – no changes

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Legal Refs.: 29 U.S.C. § 794  
42 U.S.C. §§ 12182, 12183

Cross Ref.: AC Nondiscrimination

## CONSTRUCTION PLANNING

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 therefore

- have been approved in writing by the superintendent;
- 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; and
- have been reviewed by an individual or entity with professional expertise in building security and crime prevention through building design.

The superintendent's approval, architect's or engineer's statement, all reviewers' comments, and a copy of the final plans and specifications are submitted to the Superintendent of Public Instruction.

Adopted: July 1, 1998  
Revised: May 3, 2010  
Revised: July 12, 2010  
NKSB Review: January 7, 2013 – no changes  
Revised: May 8, 2015  
Revised: August 5, 2019

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Legal Refs.: Code of Virginia, 1950, as amended, §22.1-140

Cross Refs.: FEA Educational Facilities Specifications

## PUBLIC DEDICATION OF NEW FACILITIES

The school board may have a public dedication ceremony following completion of major building projects.

Adopted: July 1, 1998  
Revised: May 3, 2004  
NKSB Review: January 7, 2013 – no changes  
Revised: January 7, 2015

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Legal Ref. Code of Virginia, section 22.1-78.

Cross Ref.: FFA Naming School Facilities



## NAMING SCHOOL FACILITIES

It is the responsibility of the New Kent County School Board to determine the name of schools and school facilities in the division. The 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.

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.

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 3, 2004  
Reviewed by NKSB: July 24, 2012 (no changes made)  
Revised: January 7, 2015  
Revised: May 8, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79.

Cross Ref.: BCE School Board Committees  
FF Public Dedication of New Facilities

## REGULATIONS FOR NAMING OF SCHOOLS AND SCHOOL FACILITIES

It shall be the responsibility of the school board to select names for all schools and school facilities. New schools should be named as soon as feasible after a project is approved and funded.

The naming or renaming of any schools or school facilities will be preceded by a minimum period of one month during which representatives of the community may submit suggestions to the School board for consideration. Public notice of the board's intent to name or rename a school or school facility will be made in a public session of the board and will be the beginning of the public input period. Where feasible, letters and other public announcements will be used to apprise the community of the board's request for suggestions.

Requests shall be in writing with reasons for the recognition included in the statement.

The school board may, at its discretion, waive the one-month notice period to name or rename any sub-part of a school or school facility at the request of a community organization or representatives of the area served by the school. In addition, the school board may request the formation of a committee, comprised of a variety of division and community representatives, for the purpose of reviewing requests and developing and presenting recommendations for naming or renaming of schools or school facilities to the school board.

It shall be the policy of the school division when selecting names for schools to consider the names of deceased citizens, who during their lifetime made a significant contribution to the New Kent School Division and/or community, as well as geographical names. No school will be named for a living individual.

It shall also be the policy of the school division when selecting names for school facilities, such as specific buildings, wings, departments, etc., to consider the names of citizens, who have made a significant contribution to the New Kent School Division and/or community, as well as geographical names. School facilities may be named for living individuals.

Reviewed by NKSBS: July 24, 2012

## RETIREMENT OF FACILITIES

School division buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. The superintendent reviews division schools and facilities on a continuing basis. The superintendent may recommend to the school board that a particular school or school facility should be retired or its use changed. In determining whether a facility is to be retired, the school board may consider the following of factors, among others:

1. The adaptability of the building for continued use for its present purpose;
2. The suitability of the site of the building;
3. The maintenance and upkeep costs of the building; and,
4. The historic value of the building to the community.

The school board shall invite the viewpoints of community residents and staff in making its decision to retire a school building.

If the school board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

Adopted: July 1, 1998  
Revised: May 3, 2010  
NKSB Review: January 7, 2013 – no changes  
Revised: January 7, 2015

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Legal Ref.: Code of Virginia, sections 22.1-79, 22.1-129, 22.1-135, 22.1-136.

Cross Ref.: KG Community Use of School Facilities

NAMING OF SCHOOLS AND SCHOOL FACILITIES

This was a local policy and was deleted by action of the NKSB on July 24, 2012. Contents of this policy were incorporated into FFA-R – Regulations for Naming Schools and School Facilities.