

SECTION F - FACILITIES MANAGEMENT

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FACILITIES DEVELOPMENT GOALS

The School Committee aims specifically toward:

1. Facilities that will accommodate organizational and instructional patterns that support the district's educational philosophy and instructional goals;
2. Meeting all health and safety requirements through the remodeling of older structures;
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons; and
4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.
5. Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction or expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion or national origin of any such student.
6. The goal of each school shall be to provide equal numbers of males and females with those facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and laboratories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

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.

REC'D: NESDEC
CROSS REF: EBAC
LEGAL REF: 603 CMR 26:07

Original Adoption: October 5, 2005

FACILITIES PLANNING

Staff Planning

Arrangements will be made by the Superintendent, working through principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

REC'D: NESDEC

LEGAL REFS: M.G.L. 70B; 71:37C and D; 71:68; 71:70
Massachusetts Board of Education Regulations Governing the School
Building Assistance Act, Chapter 645 of the Acts of 1948 as amended, and
the act establishing the School building Assistance Program, MGL 70B,
added by Chapter 159, Section 40 of the Acts and Resolves of 2000, and
Board of Education 603 CMR, 38:00 and 603 CMR 26:07

Original Adoption: October 5, 2005

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities;
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
3. Reassignment of children, including alternative plans according to School Committee policy;
4. Transportation factors, including numbers of children bussed, time, distance, and safety;
5. Alternative uses of the building;
6. Cost/Savings:
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs.

REC'D: NESDEC

Original Adoption: October 5, 2005

EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

The School Committee shall require the Superintendent to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, and iff applicable, with the School Building Committee, then approved by the Milton School Committee and shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building;
2. A description of the proposed curriculum and the teaching methods and techniques to be employed;
3. A schedule of space requirements, including an indication of relative locations of various spaces;
4. A desired layout of special areas and the equipment needed for such areas; and
5. An outline of mechanical features and special finishes desired.

REC'D: NESDEC

Original Adoption: October 5, 2005

FEE

SITE ACQUISITION PROCEDURE

Priorities based upon student population, location, and education needs shall be established well in advance in order that proper locations for school sites might be acquired. Sites shall be acquired in advance of time for construction to allow adequate time for the completion of topography studies and other preliminary work. Eminent domain action of the acquisition of property for school site purposes shall be executed only after negotiations fail. Site shall undergo Environmental assessment per DOE regulations.

REC'D: NESDEC
CROSS REF: DOE Reg 603 CMR 38.04

Original Adoption: October 5, 2005

NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The School Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the School Committee a procedure to follow in recommending names for school buildings, facilities, and grounds to the Milton School Committee. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.

REC'D: NESDEC

Original Adoption: October 5, 2005

MILTON PUBLIC SCHOOLS COMMEMORATION POLICY

I - GENERAL PRINCIPLES

Because commemorating the death of a member of the school community is an important part of healthy mourning, the Milton School Committee establishes the following policy to facilitate the mourning process of the school community. This policy is written to ensure the fair and equitable treatment of all members of the Milton Public Schools community while ensuring that the Milton Public Schools adheres to its primary purpose of educating the children of the Town of Milton.

II - SCOPE OF POLICY

Only individuals who were current faculty, staff or a student at the time of their death will be commemorated.

This policy shall not affect prior commemorations.

This policy shall not affect the rights of the School Committee to name schools or portions of schools as pursuant to Policy FF.

III - PROCESS AND GUIDELINES

A.) COMMEMORATION COMMITTEE AND LONG TERM COMMEMORATION

The process of commemoration shall be guided by a Commemoration Committee (Committee).

This Committee shall be chaired by the Principal of the affected school. In the event that a staff member worked in more than one school, the Superintendent shall select the chair.

The Committee will include faculty/staff members and, if appropriate, students. Parents/Guardians of the deceased will not be Committee members.

It shall be the task of the Committee to identify an appropriate commemorative gift or event to be held or given no sooner than 6 months following the death but within 18 months. This timeline is established to permit meaningful reflection and thought regarding the gift/event and to avoid disrupting or being unduly influenced by the grieving process. The Superintendent will maintain a representative list of examples.

No gift requiring perpetual care/maintenance (i.e. bench, tree, etc.), inscribed plaque, or annual MPS sponsored event will be permitted. Scholarships endowed by the family may be permitted. In deciding upon the commemorative gift or event the Commemoration Committee should consider what was important to the deceased.

The Commemoration Committee may sponsor a single fundraiser (bake sale, car wash, 5K run, etc.) to support the chosen commemoration.

The Commemoration Committee shall be dissolved upon completion of the commemorative gift or event.

B.) IMMEDIATE COMMEMORATION

An immediate memorial of finite duration may be erected in an appropriate location such as the school lobby or the guidance office. This memorial may include a prominent poster-sized area for individuals to write their sentiments, a place to share photos, or leave small mementos. This memorial will be removed either within 4 school days or before the individual's funeral, whichever comes sooner. In instances of religious beliefs where the funeral occurs more immediately, the Superintendent or School Committee Chair could make exceptions. The items generated will be offered to the deceased's family.

Decoration of a deceased student's locker and temporary memorials on campus, other than the memorial described above, will not be permitted.

Milton Public Schools and the Commemoration Committee shall not hold a vigil.

Milton Public Schools facilities shall not be used to host a funeral or related event.

Flags may be flown at half-staff, pursuant to local law.

C.) YEARBOOK TREATMENT

The picture(s) of a deceased student, faculty member, or staff member may be placed in an elementary, middle, or high school yearbook under the following guidelines:

- The photo size and treatment will be typical of their peers
- Student photos will appear in the yearbook of the last school where the child was a student and as a member of the last academic year of which the student was a member only. Subsequent yearbooks shall not feature the student.

IV - SPECIAL CIRCUMSTANCES

A.) DEATH OF A MEMBER OF THE SENIOR CLASS

The following policies will be adhered to in the event of the death of a member of the senior class only.

- At graduation, only deceased students who met the Massachusetts graduation requirements may receive a diploma posthumously
- A bouquet of flowers may be placed in the deceased student's seat at graduation
- Treatment of the student in the Senior class yearbook shall be in accordance with the above policy

B.) DEATH BY SUICIDE

The Milton Public Schools, as a teaching institution, has different obligations than other organizations and/or the deceased person's family. Further, because the reasons for adolescent suicide are complex and adolescents can be imitative in the setting of a peer's suicide, the primary responsibility of the Milton Public Schools in the setting of a student suicide is prevention of further suicides among the Milton Public Schools student body.

Therefore, no attempt to glorify suicide shall be made. In lieu of any other commemorative gift or event, death by suicide shall be handled with an event, workshop or program targeted at suicide prevention that may be done in the name of the student who has died of suicide. Such an event will only be held with the consent of the deceased family. The Superintendent will maintain a representative list of examples.

C.) DEATH AS A CONSEQUENCE OF DRUG OR ALCOHOL USE BY THE STUDENT OR PEER.

The Milton Public Schools, as a teaching institution, has different obligations than other organizations and/or the deceased person's family. The primary responsibility of the Milton Public Schools in the setting of a student's death as the result of alcohol or drug use is prevention of further similar deaths among the Milton Public Schools student body.

Therefore, no attempt to glorify such a death shall be made. In lieu of any other commemorative gift or event in these circumstances shall be handled with an event, workshop or program targeted at the prevention of further deaths from a similar cause. This event may be held in the name of the student who has died and only with the consent of the deceased family. The Superintendent will maintain a representative list of examples.

1st Reading: June 8, 2016

2nd Reading: August 24, 2016

SITE/FACILITY RENOVATIONS OR IMPROVEMENTS

Playground Equipment

The School Committee believes that playground equipment on school grounds maximizes the benefit to the children of the community and provides a safe environment for play. Although the size and configuration of some sites may necessarily prohibit the construction of playground equipment, the Milton Public Schools support such endeavors for a number of reasons. The quality of play influences the psychological, social and physical development of children, and playground equipment enhances play. The large muscle activity elicited by play on large, stationary equipment stimulates growth, strengthens bones and muscles, increases muscle endurance, and tends to lower the percentage of body fat in children. Playground equipment provides a setting in which children can explore, discover, create, and gain mastery of new movements.

Those interested in constructing playground equipment (both school and non-school personnel) must follow the guidelines/regulations which govern any proposed alterations to school sites.

REC'D: NESDEC

Original Adoption: October 5, 2005

**GUIDELINES FOR RENOVATIONS/IMPROVEMENTS TO SCHOOLS OR
SCHOOL SITES**

Prior to the alteration of any school facility or site, or the replacement or installation of equipment thereon:

1. The Principal will obtain approval from the Superintendent to initiate such plans.
2. Appropriate school staff will be consulted.
3. If necessary, the appropriate town department will be consulted.
4. Professional consultants must be authorized by the Superintendent or, where applicable, by the School Building Committee.
5. Contact with sales representatives must be authorized by the Superintendent or, where applicable, by the School Building Committee.. Information may be sought in regard to:
 - a. manufacturer's warranties
 - b. proof of product liability insurance
 - c. installation warranties
 - d. warranties and liability insurance for installation
 - e. cost of equipment, freight, insurance, and installation
 - f. materials and their safety
 - g. space recommendations and offsets
 - h. time lag between delivery and installation and security during time lag
 - i. life expectancy of equipment
 - j. recommended maintenance schedule and annual cost of inspections and maintenance
6. Preliminary plans should include the following information:
 - a. location of utilities
 - b. accountability for parking, snow removal, site security
 - c. type and amount of equipment
 - d. manufacturer's warranties
 - e. proof of liability insurance
 - f. installation warranties
 - g. warranties and liability insurance of construction
 - h. surface preparation and materials
 - i. time schedule
 - j. maintenance requirements
 - k. references
 - l. plans for financing the project
 - m. compliance with regulations/guidelines governing construction of playgrounds
 - n. procedures for ensuring health and safety of occupants during renovations
7. The entire package of material shall be submitted to the Superintendent for his/her review and final approval of the School Committee and, where applicable, by the School Building Committee. The package should include the recommendations of the school Principal and other appropriate personnel including town departments.