

Nebo School District Board of Education

Policy ECH (Also FK)

ALTERATIONS TO BUILDINGS

It is the intend of the Board of Education to keep all buildings in the district up-to-date and acceptable to meet the needs of the curriculum of the day. It is recognized that as buildings are planned and built to meet the present needs of education, these buildings may need to be altered in the future to meet special needs unforeseen at this time. From time to time we have made alterations to buildings built in the past to make older buildings more suitable for present needs. This type of suggested alterations is not only in agreement with Board philosophy, but is encouraged by the Board so that our many buildings will continue to serve the educational needs in the future as well as they have in the past.

When such alteration is deemed necessary, it will be district policy to follow the attached procedure.

Date: 3/79

Nebo School District Board of Education

Administrative Procedure ECH-P (Also FK-P)

ALTERATIONS TO BUILDING

The following steps must be followed explicitly when requesting alterations to be made to present facilities:

1. Principal and school staff identify needed alterations to existing building.
2. Principal makes drawing of proposed changes.
3. Principal lists rationale for such alterations (list educational objectives, safety, efficiency, control, etc.)
4. Have the director of building and grounds approve plans. He must initial the proposal. His approval will be based on meeting fire codes, handicapped codes, County Health Department regulations, safety, as well as construction feasibility.
5. Have the educational director over your curriculum area approve plans. His initials must also be on your proposal. His approval will be based on educational and curriculum objectives.
6. Principal then submits proposal to the director over operations.
7. Director of Operations will then take the proposal to executive staff meeting for budget assignment and final staff approval.
8. The principal shall be notified immediately upon final approval or disapproval.

It is our intent that this complete process should not be cumbersome or time consuming. If each principal will plan effectively and follow the above procedure in getting the necessary approvals, the process should be able to be successfully processed in a matter or two or three weeks.

Date: 3/79