

## **FACILITIES DEVELOPMENT GOALS**

The Westwood School Committee believes that any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities that help to implement it must go hand in hand.

It is this School Committee's goal to provide the facilities needed for the number of students in the system; to provide the kind of facilities that will best support and accommodate the educational program; and to develop a long-range planning and evaluation program.

The School Committee recognizes that capital outlay funds are limited and that it must establish priorities in order to make the best use of the school building funding. The School Committee's first objective will be to develop a plan that eliminates any overcrowding. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facilities modifications.

Architects employed by the School Committee will be expected to plan for simplicity of design; aesthetics; sound economics (including long-range maintenance costs); efficiency in energy needs; low insurance rates; high educational utility and flexibility.

SOURCE: Westwood

## **FACILITIES DEVELOPMENT GOALS**

The School Committee believes that educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help implement that program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school district and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC – Reviewed 2022

LEGAL REFS:       M.G.L. 70B  
                      963 CMR 2.00

## **FACILITIES PLANNING**

The Westwood School Committee is responsible for the regular operation and orderly development of its physical plant. For this reason, the School Committee will concern itself with both short and long-range planning as it relates to the properties of the school system.

The School Committee will follow a long-term building program to serve as a guide for capital improvements. This program will be subject to systematic study, revision, and extension from time to time and the respective construction projects will be acted upon individually when proposed for implementation.

The School Committee building program will be designed to provide adequate facilities to conduct educational programs for all students residing in the system. The building program will be based upon specific School Committee policies that have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, changes in enrollments and the results of annual evaluation of facilities. The School Committee will establish priorities using these and other relevant factors.

The Permanent Building Committee has the following responsibilities:

1. To study and make recommendations to the town with respect to school building needs.
2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

### **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.

LEGAL REFS.:       M.G.L. [70B](#)  
                          Massachusetts School Building Authority, Chapter 208 of the Acts of 2004,  
                          963 CMR 2.00

SOURCE: Westwood

## **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 Committee policy
4. Transportation factors, including numbers of children bused, 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

SOURCE: Westwood/MASC

## **NAMING OF FACILITIES**

The Westwood School Committee may deem it appropriate to change the name of a school building or any room, space or corridor within same, as well as any fields located on school property. A change of name or an application to name a previously unnamed space shall be proposed in the form of a written resolution and shall be adopted by a majority vote of the Committee at a public meeting. Members of the public and staff wishing to change the name of a facility shall submit their request in writing to the Superintendent for School Committee consideration.

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

SOURCE: Westwood

## **NAMING NEW FACILITIES**

Naming a school facility 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 name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents/guardians and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

SOURCE: MASC – Reviewed 2022

## **MEMORIALS**

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

SOURCE: MASC – Reviewed 2022