

**DEVELOPING EDUCATIONAL SPECIFICATIONS**

Educational needs should determine the plan and design of school buildings. The Chief School Administrator, therefore, shall develop comprehensive educational specifications for any projected facilities – whether built or altered, owned or leased, temporary or permanent – for consideration by the Board.

In developing specifications, the Chief School Administrator shall draw on recommendations of citizens, professionals (i.e. architects/engineers), staff, pupils, and other appropriate sources. Specifications shall reflect current research and recommendations on the relationship between school design and delivery of the educational program.

The factors on which specifications shall be based shall include, but not be limited to:

- A. The plan of school organization and estimated size and type of enrollment in the proposed facility(ies);
- B. Provisions for the disabled;
- C. Space requirements for all functions, including an indication of relative locations of various spaces;
- D. Desired layout of special areas and the equipment needs for such areas;
- E. Mechanical features and special finishes desired;
- F. Standard codes and regulations (school district, community, county, state) effecting planning;
- G. Other requirements under existing law and regulations; and
- H. Pertinent budget and related factors.

The Long Hill Township Board of Education shall be responsible for:

- A. Clarifying and consolidating the information/input for the educational specifications so that the needs, desires, and objectives of the administration, Board, and community are accurately reflected, and the educational program is assured of delivery within a proposed facility; and
- B. Organizing the above-described information in a manner that can easily be interpreted by the architect.

**Reviewed and readopted: May 14, 2012**  
**First Reading and Adoption: July 18, 2005**

**Legal References:**

- N.J.S.A. 18A:7G-1 through -48 et al Educational Facilities Construction and Financing Act
- N.J.S.A. 18A:18A-16 Preparation and approval of plans and specifications for public schoolhouses
- N.J.S.A. 18A:18A-16.1 Regulations; construction standards for school buildings
- N.J.S.A. 18A:18A-17 Facilities for handicapped persons
- N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:46-13 Types of facilities and programs
- N.J.S.A. 18A:46-14 Enumeration of facilities and programs
- N.J.S.A. 18A:46-15 Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement
- N.J.A.C. 5:23-7.1 et seq. Barrier Free Subcode
- N.J.A.C. 6A:26-1.1 et seq. Educational Facilities
- See particularly:
  - N.J.A.C. 6A:26-5.1 et seq.
  - 6.1 et seq.
- 29 U.S.C.A. 794 et seq. – Section 504 of the Rehabilitation Act of 1973

42 U.S.C.A. 12101 et seq. – Americans with Disabilities Act (ADA)

Manual for the Evaluation of Local School Districts (August 2000)

**Possible Cross References:**

- \*2240          Research, evaluation and planning
- \*7110          Long-range facilities planning

\*Indicates policy is included in the Critical Policy Reference Manual.