

## SPECIAL EDUCATION

Program areas should be easily accessed by students and interspersed throughout the general classroom area. Avoid grouping special education classrooms and support areas together in one area.

### Development Objectives

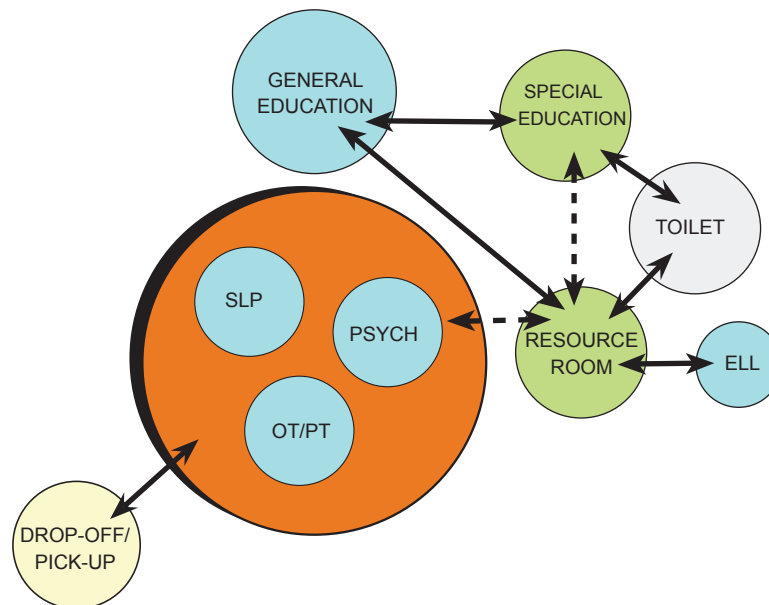
- Classrooms are approximately 950 square feet
- Provide a choice of instructional methods with an emphasis on flexibility
- Create storage within the room
- Provide a restroom and sink
- Provide capability to support ceiling mounted equipment

### Program Areas

- There may be (1) Resource Room and/or (1) Life Skills Room and/or Bridges Room
- There are 15-18 students per class
- SLP
- OT/PT
- Psychologist
- Resource Room, Life Skills Room, Bridges Room
- Toilet Room

### Relationships

- Provide convenient access to general purpose classrooms
- Provide convenient access from Special Education classroom to SLP, OT/PT, and Psychologist
- Provide convenient access to toilets



## COUNSELING

The school counselor serves everyone in the building; helping students and staff with crisis control, group guidance and resources for students.

### *Development Objectives*

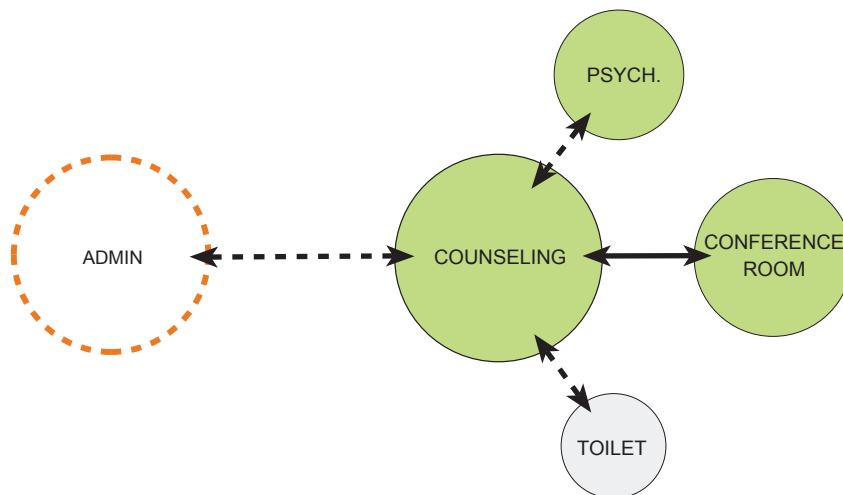
- Provide a space for small groups, as well as individual meetings
- Provide natural light and fresh air

### *Program Areas*

- Counselor's office
- Storage space
- Adjacent conference room

### *Relationships*

- In close proximity to the main office
- Out of public view – off of the main circulation area
- Proximity to the health room and psychologist is desirable



## **ADMINISTRATION**

The administration functions as the eyes for the school. Administration provides all the front office functions and houses the principal, assistant principal and office manager. All student and parent interaction, and paperwork are done here. The main circulation path into the school passes through the administrative area.

### ***Development Objectives***

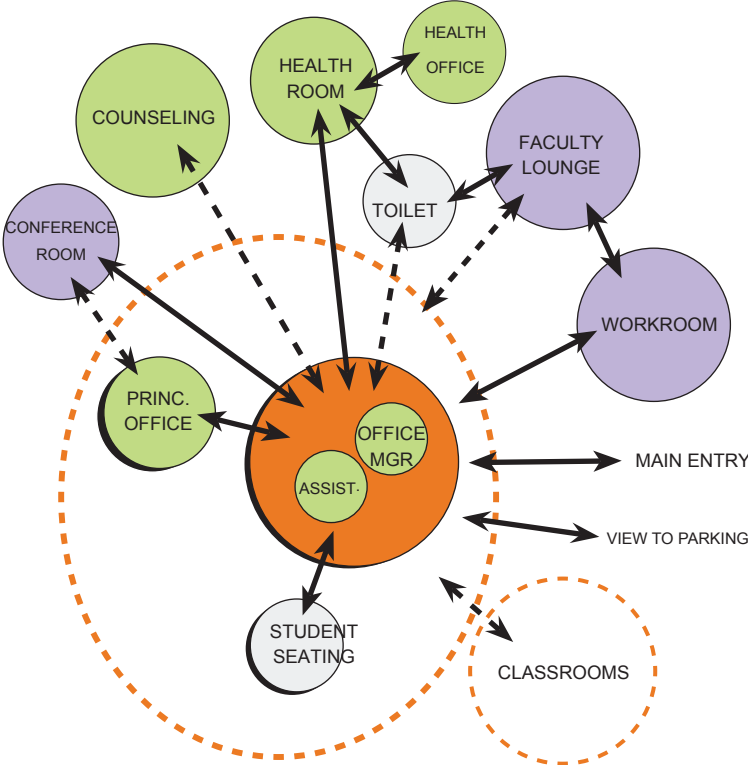
- The reception area greets all who enter the school and are aware of who they are
- The administrative area needs to have the capacity to be closed off during after school hours
- Space is needed in the administration area for student waiting that is separate from the public entrance, yet visible from adult workstations
- Create privacy and limit public access into the principal's office
- Provide visual connection between office manager area and principal
- Provide lower counters at reception for the younger students and higher counter for adults
- Reception area provides a place for students to wait, parents to get information, and a safe place to store PTA cash (provide a space for safe)
- Circulation into school should not be disruptive to office staff

### ***Program Areas***

- Principal's office
- Conference room
- Office Manager
- Reception area
- Time out/study alcove
- Health Room
- Workroom
- Faculty Lounge

### ***Relationships***

- Close proximity to the health room – visual contact
- Adjacent to the workroom-staff mailboxes
- Visual access from office manager area to principal
- Direct relationship from office manager to time out/study alcove



## HEALTH ROOM

The health room serves as temporary housing for injured and ill students. Providing medical attention, administering medication for students who require it and retains confidential files for the student population.

### Development Objectives

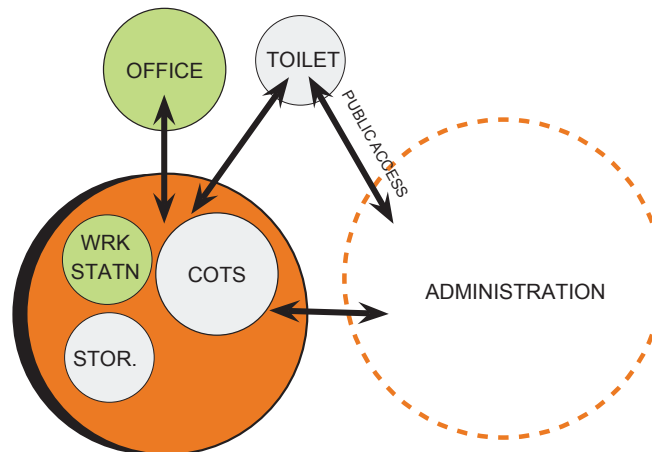
- Effectively serve students and staff within the school
- Provide auditory and physical privacy within the health room

### Program Areas

- Health Room
- Nurse / Itinerant / Intervention / Hearing / Vision Office
- Toilet

### Relationships

- Close proximity to the main office for visual monitoring



## FACULTY SUPPORT

The faculty lounge and workroom provide areas for the staff to work, eat and relax when off duty. These spaces provide support for the faculty and staff and create space separate from the students.

### Development Objectives

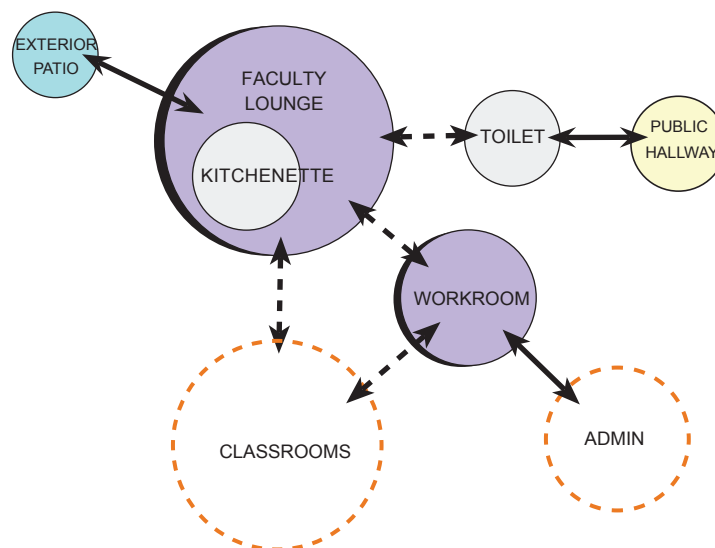
- Provide enough storage in the workroom to hold teaching supplies. Reference materials to be stored in the bookrooms.
- Faculty workroom should help to facilitate team teaching and coordination
- The staff mailboxes should be within or near the workroom in an easily accessible area. Public should not have access.
- The faculty lounge should be an inviting and comfortable space, with as much natural light as possible
- Provide a kitchenette in the faculty lounge
- Provide access to District network

### Program Areas

- Faculty workroom
- Faculty/staff lounge
- Faculty restrooms

### Relationships

- The main workroom should be adjacent to the main office
- Adjacency between the faculty lounge and the main office
- Faculty toilets should be adjacent to the faculty lounge
- Faculty lounge should be located away from main circulation path
- Access to the exterior is desirable



## CUSTODIAL

The custodial staff clean and maintain the buildings and grounds. The custodial staff is made up of two employees; one day shift and one night shift. The staff is also responsible for the ordering and delivery of supplies made to the school.

### *Development Objectives*

- Provide a large central storage room
- Locate custodial closets around the school in appropriate areas that best accommodate the staff
- Provide a loading dock that is in a safe and convenient location
- Provide easily maintainable and durable materials throughout the facility

### *Program Areas*

- Office/storage and receiving
- Custodial closets
- Mop sink

### *Relationships*

- A custodial closet should be located adjacent to the kitchen/cafeteria
- Custodial office area should be located near the loading dock

