

# NARRATIVE PROGRAM

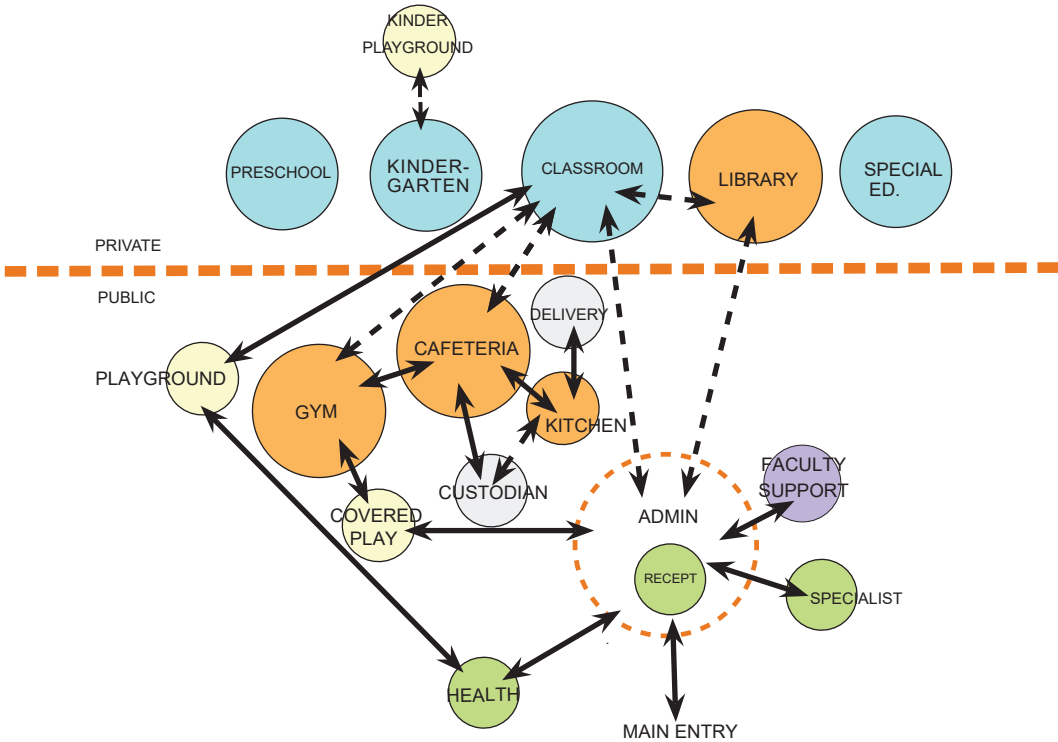
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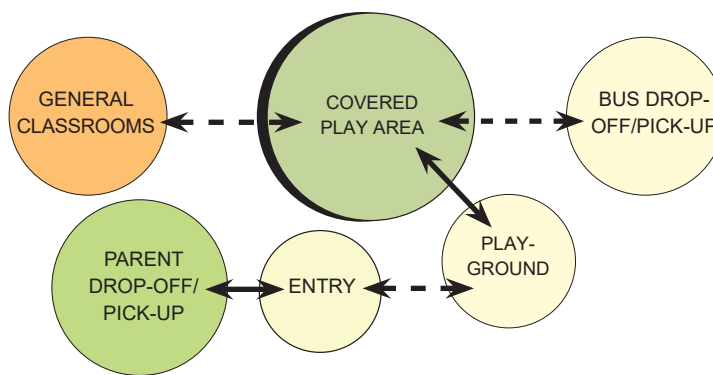
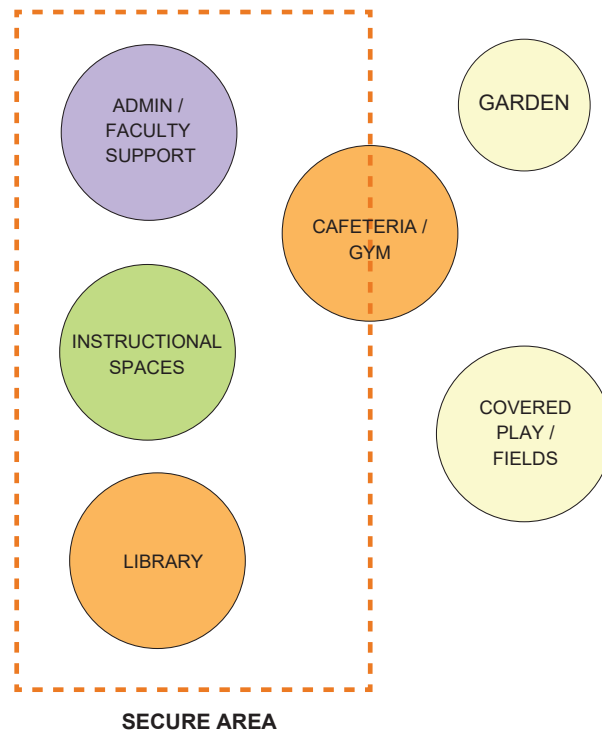
### SUMMARY

The elementary school will have a capacity of approximately 450 students, comprised of Preschool – 5th Grade and other selected elementary programs.

### Development Objectives

- The reception area greets and welcomes all who enter into the school. The entrance to the school should be open, welcoming and create a sense of security
- Provide adequate restrooms for the staff, students and public, all strategically located to be most useful
- Provide separate parent and bus drop-off areas





**SITE CIRCULATION/LAYOUT**

## GENERAL CLASSROOMS

Curriculum is typically taught by grade level, though combination teaching is a practice at the elementary level. Classrooms should have access to small group alcove spaces.

### Development Objectives

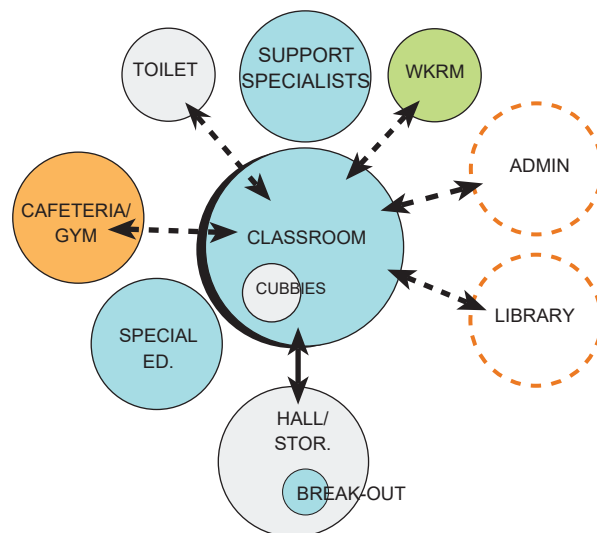
- Square footage per numeric program
- Provide a choice of instructional methods with an emphasis on flexibility
- Create storage within the rooms
- Provide cubbies in classrooms
- Provide for teacher collaboration and planning

### Program Areas

- There will be a total of (15) general classrooms
- Classrooms vary in student population from (22-30)
- Storage and support areas

### Relationships

- Provide convenient access to the Library
- Specialists should be in close proximity to the classrooms
- Each classroom needs convenient access to a toilet



## PRESCHOOL/KINDERGARTEN CLASSROOM

Kindergarten and preschool are full day classes

### *Development Objectives*

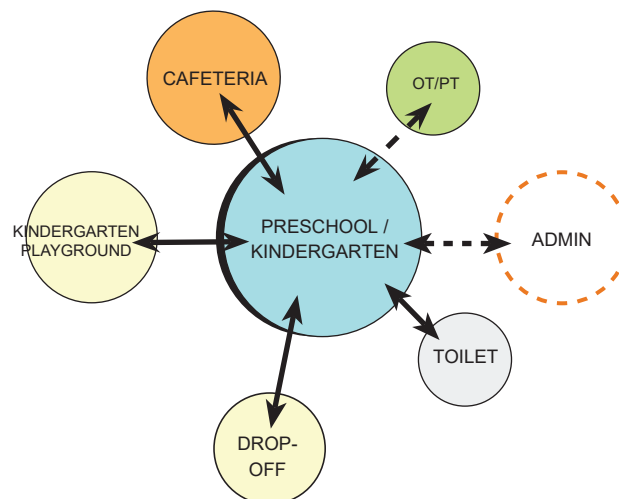
- Square footage per numeric program
- Centers are set up within the classroom
- OT/PT use the preschool setting to work with many of its students
- Provide counter and equipment heights at a suitable level for the youngest kids in the school
- Provide a counter sink at adult height in addition to a student height sink.

### *Program Areas*

- There will be a total of (2) preschool classrooms
- There will be a total of (3) kindergarten classrooms
- Provide a teacher prep area at 36" high
- There are approximately (20-25) students per class in Kindergarten and (15-20) students per class in preschool

### *Relationships*

- Close proximity to the kinder playground
- Direct connection to the drop-off area



### 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

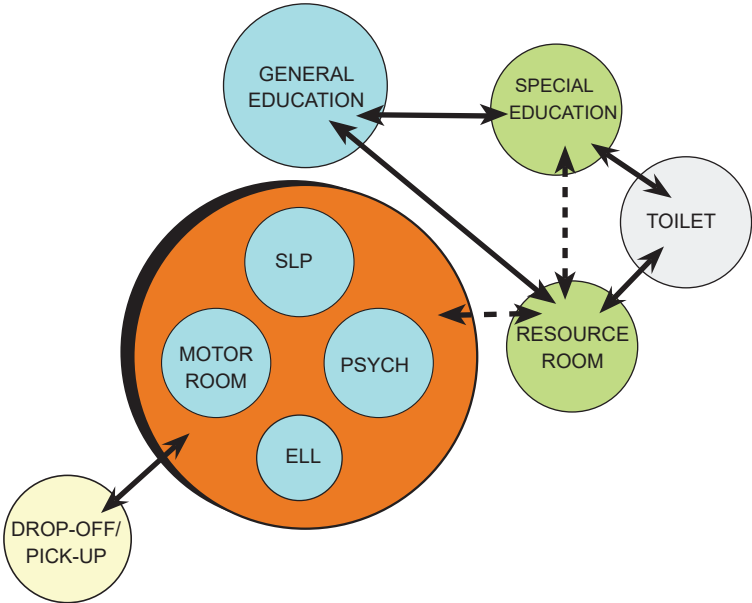
- Square footage per numeric program
- Provide a choice of instructional methods with an emphasis on flexibility
- Create storage within the room
- Provide a restroom and sink
- Provide capability to support ceiling mounted equipment

#### 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
- Motor Room
- 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



## LEARNING RESOURCE CENTER (LIBRARY)

The library is used by all grade levels and should be centrally located.

### Development Objectives

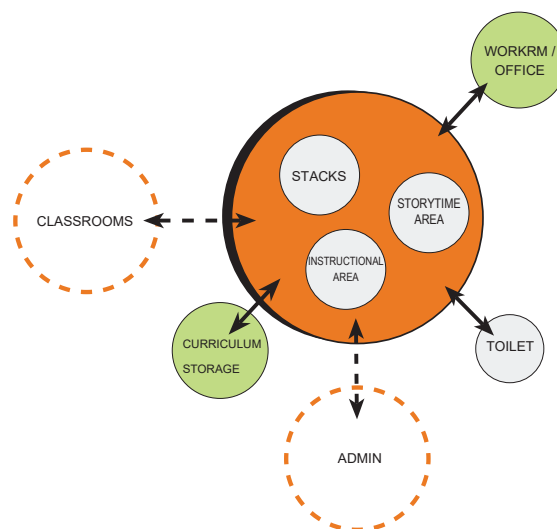
- The Library is one of the few areas of the facility that comes into contact with everyone in the school
- Create areas for teaching, computer use, reference, reading and checkout
- Provide natural lighting into the Library without sacrificing shelving space
- Create easy wayfinding for visitors going to the Library
- Library should be able to accommodate at least one class for instruction and for staff meetings
- Provide availability for school related activities use after school hours
- Entrance to library should be welcoming, open and free from obstructions

### Program Areas

- Stacks are to hold 10,000 volumes with capacity to add additional volumes
- Office/workroom space for the librarian
- Circulation desk
- Computer station for reference desk
- Curriculum storage space

### Relationships

- Create close proximity to restrooms; locate restrooms within a reasonable distance for after-hours use
- Create ease of access from all classrooms to the Library
- Visual connection to all areas within the Library, especially learning spaces
- Two doors for separate entering and exiting is desirable.



## GYMNASIUM

The gymnasium is used as the main area for physical education. Typically, one class is taught at a time within the gym, or on the outdoor fields when the weather permits.

### Development Objectives

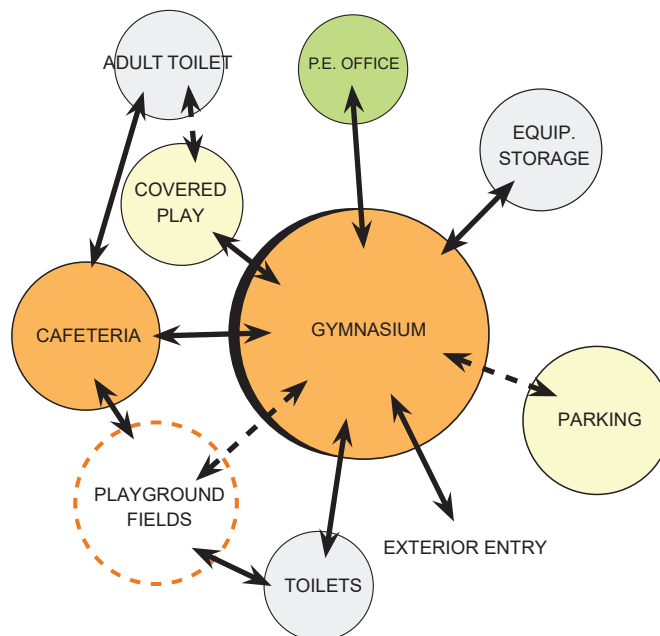
- Square footage per numeric program
- The PE office should be accessible from the gym
- The PE teacher comes into contact with all of the students
- The gym is a regulation full-sized basketball court for middle school/ high school sports teams (non-varsity competitions and practice)
- (20-30) students are in the physical education class at a time
- Drinking fountain should not be in the gym, but in an alcove.

### Program Areas

- Gymnasium
- Outdoor covered play area
- PE teacher office area
- Equipment storage room
- Outdoor storage
- Student restrooms directly adjacent
- Men's and women's public toilets adjacent to cafeteria/kitchen for delivery workers use.

### Relationships

- Direct connection to the covered play
- Keep gymnasium away from classrooms for sound transmission
- Adjacent to parking
- Direct exterior connection
- Direct connection to cafeteria





## **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***

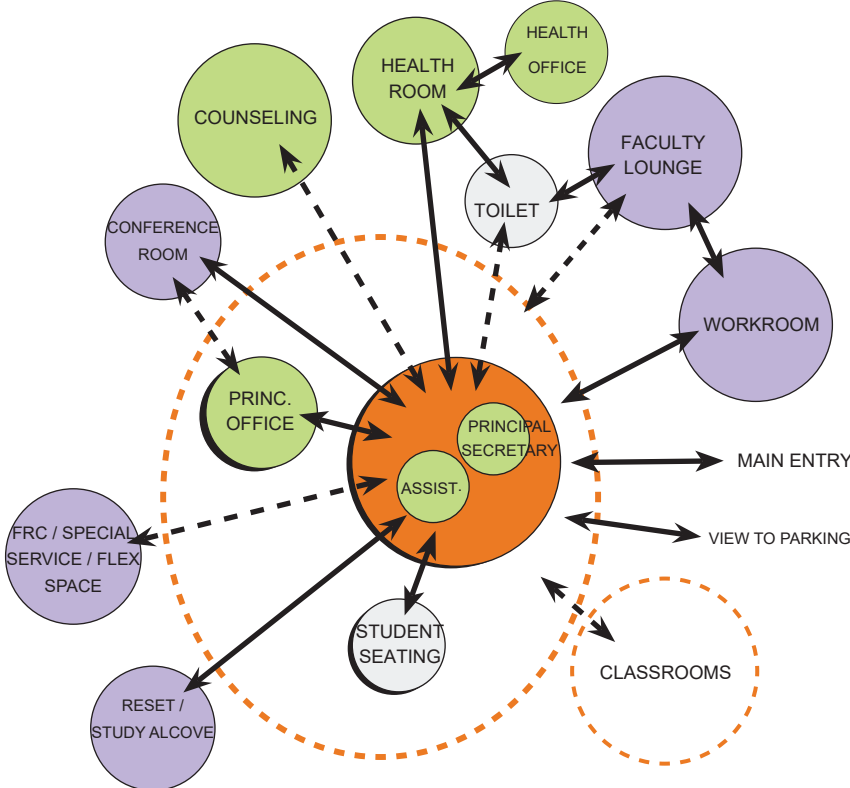
- The reception area greets all who enter the school and are aware of who they are
- The administrative area needs to have the capacity to be closed off during after school hours
- Space is needed in the administration area for student waiting that is separate from the public entrance, yet visible from 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
- Principal Secretary
- Reception area
- Time out/study alcove
- Health Room
- Workroom
- Faculty Lounge
- Office Assistant
- FRC / PTA / Social Service Flex Space

### ***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



## COUNSELING

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

### *Development Objectives*

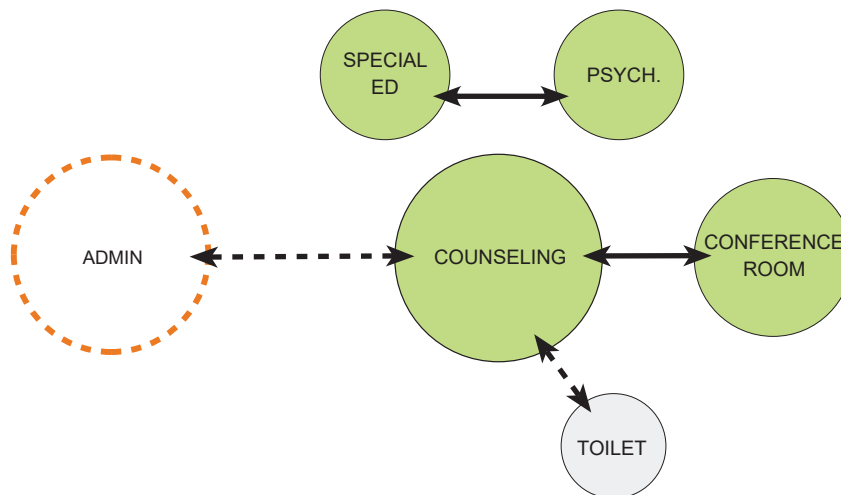
- Provide a space for small groups, as well as individual meetings
- Provide natural light and fresh air

### *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 is desirable
- Consider counseling proximity to general classrooms



## 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

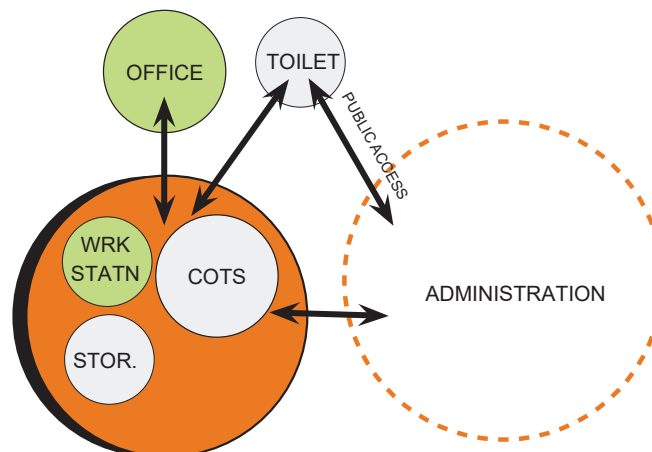
- Effectively serve students and staff within the school
- Provide auditory and physical privacy within the health room

### 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

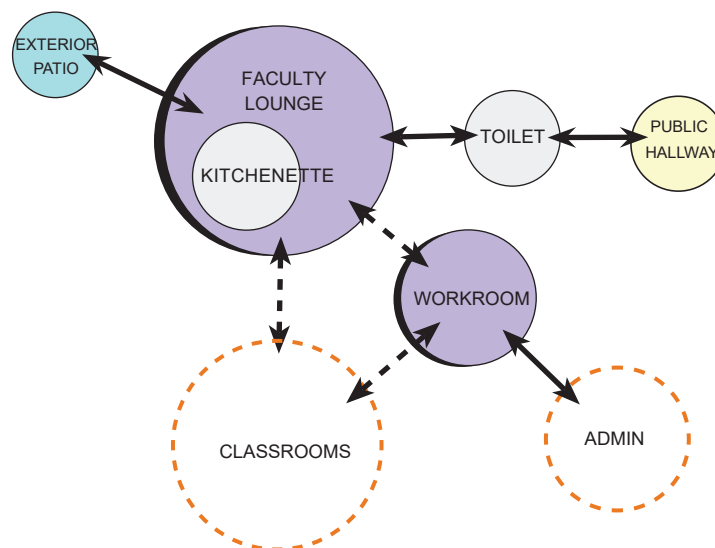
- Provide enough storage in the workroom to hold teaching supplies. Reference materials to be stored in the bookrooms.
- Faculty workroom should help to facilitate team teaching and coordination
- The staff mailboxes should be within or near the workroom in an easily accessible area. Public should not 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



### MUSIC CLASSROOM / CAFETERIA / STAGE

The elementary school may have one lunch sitting per grade.

#### Development Objectives

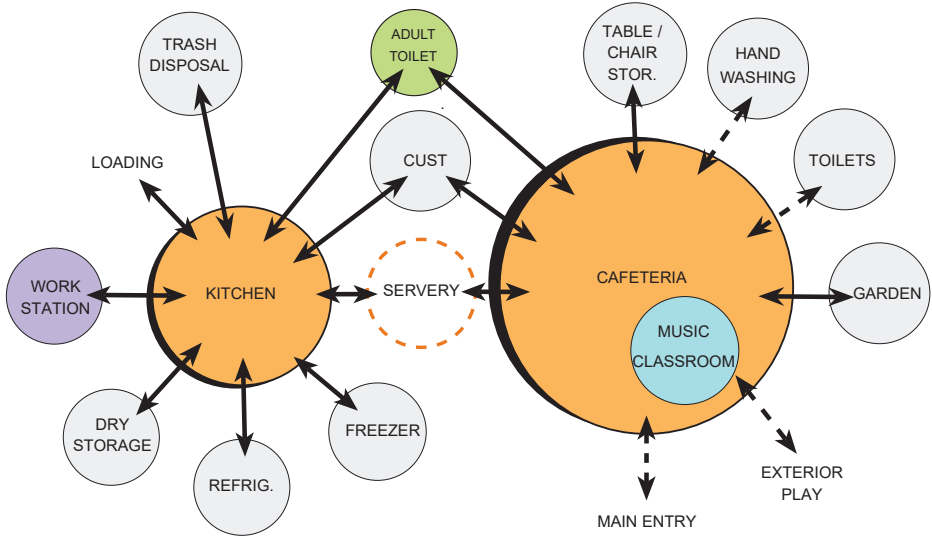
- Allow for community use of the kitchen and cafeteria
- Provide space for (15) classroom mobile lunch carts
- Provide a loading dock that is in a safe and convenient location
- The music classroom / stage should function as an instructional space, yet be fully equipped for music and drama performances
- Provide efficient circulation and flow in cafeteria

#### Program Areas

- Music classroom / Stage area
- Kitchen
- Cafeteria
- Table and chair storage

#### Relationships

- The kitchen should be adjacent to the loading dock, custodial area, trash disposal, and recycling
- Close proximity of the cafeteria to toilets is desired
- Provide easy community access to the cafeteria after school hours
- Truck access to the loading dock should not be adjacent to any student activity areas. Don't allow students to access truck lanes



## 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*

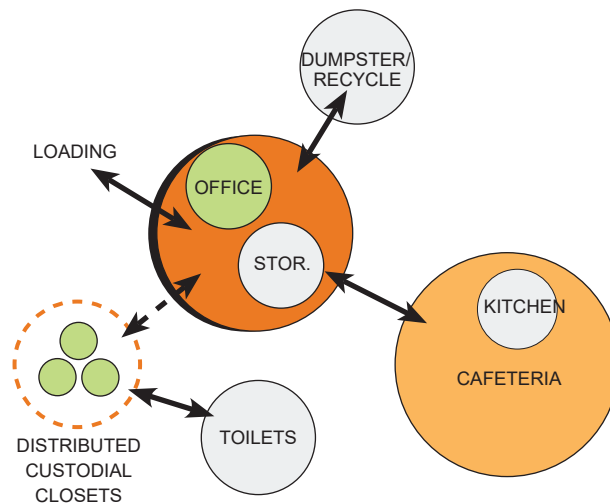
- Provide a large central storage room
- Provide a loading dock that is in a safe and convenient location
- Provide easily maintainable and durable materials throughout the facility
- Consider stackable washer and dryer, shower and toilet in adult restroom space

### *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
- Locate custodial closets on each floor



## COVERED PLAY AREA / PLAYGROUND

The covered play area and playground are used for recess for all students and may be used for bus loading.

### Development Objectives

- Provide outdoor areas, covered and uncovered, for group play
- Plan for soft play area in well supervised location
- Provide dedicated storage for balls and other outdoor play equipment.
- Provide electrical outlet for pumping up balls

### Program Areas

- Provide hardscape area for tetherball, foursquare, and similar activities
- Consider providing a wall for 'wall-ball'
- Covered play area for up to (4) classes at a time (100-120)
- Soft play area

### Relationships

- Access to bus loading area is desirable
- Covered play should be directly adjacent to the cafeteria/gym
- Garden

