

MIDDLE SCHOOL INSTRUCTIONAL FORM

Area: ADMINISTRATION

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I. Program Philosophy

Pasco's Vision Statement
(District Philosophy)

II. Program Goals

To provide leadership in supporting the Pasco's Vision in establishing a caring school community focused on successful learning for all students in a safe, secure learning environment with an effective, efficient operations and work force.

III. Program Activities

1. Developing Instructional Strategies
2. Implementing instructional and administrative strategies
3. Conferencing
4. Evaluating
5. Coordinating
6. Supervising
7. Disciplining
8. Bookkeeping
9. Record Keeping
10. Managing

IV. Facilities List

Fish Code	No. of Areas	Description of Area	No. of Staff Per Area	No. of Students Per Area	No. of Students Total	Net Sq. Ft. Per Unit	Net Sq. Ft. Total
300	1	Director's Office				250	250
301	2	Asst Prin/Office				175	350
302	1	Bookkeeping Office				125	125
303	1	Secretarial Space				158	158
304		Admin. Reception				626	626
305		Production/Workroom				294	294
306		Conference Rooms				515	515
307		Clinic				221	221
308		Admin. Storage				368	368
309		Records/Vault				221	221
310		School Store				74	74
311		Student Activities Area				368	368
312		Computer Area				110	110
313		Careers Room				221	221
314	2	Itinerant Office				125	250
315		Teacher Planning				1472	1472
316		Teacher Lounge				294	294
819-821		Toilets, Staff				294	294

VIII. SPECIAL CONSIDERATIONS

- (1) **Heating/Cooling/Ventilation**
System to be selected at architect's discretion that will best serve school's needs and meet approval of district air conditioning specialist.
- (2) **Acoustical**
Principal's office, Assistant Principals' office, Deans and Conference Room to be sound-proofed. All others to be standard.
- (3) **Floor**
VCT or quarry tile. Carpet Media Reading room, Principal, Assistant Principal, Guidance office, Hearing Impaired room, Itinerant Resource.
- (4) **Walls**
Permanent walls in all areas with special fire proofing in records/vault area. Epoxy-type paint on walls for easy cleaning.
- (5) **Ceiling**
Acoustical in all areas. Secure vault with a cement slab.
- (6) **Lighting**
Fluorescent lighting, controls in each room. Motion sensors are to be considered in work areas.
- (7) **Windows**
Place window where natural ventilation is possible, as well as being aesthetically pleasing. Windows should be lockable and able to open for ventilation.
- (8) **Doors**
Main entrance should have a double glazed metal door, while other exterior doors will be the single metal type. Interior doors can be wood. The single entrance into the Assistant Principal for Student Services (Dean's) reception should be glazed. All doors should have locks off a master key system. The vault door will be the metal combination type. View windows should be in all offices and work area doors. Need doorway from Principal's office to secretary's office. Doors from Principal and Assistant Principal need outside access.
- (9) **Water**
Rest rooms should have sinks with hot and cold water. One refrigerated drinking fountain in reception area.
- (10) **Communications**

Intercommunications System
- (11) **Built-ins**
 - A. **Built-in work counter**
Main Reception Area - Counter for General Reception 40" high to divide secretary from public waiting area. Cupboards should be provided underneath for storage (two shelves each cupboard) with locking doors. Cupboards face secretary. Provide wall organizer.
 - B. **Built-in cabinets/shelving**
Administrative Storage - Adjustable shelving on three (3) walls.
Records/Vault - Adjustable shelving on one (1) wall.
 - C. **Built-in Instructional Aids**
Conference Room - Markerboard (4'x8'); tackboard (4'x4'); retractable film screen (standard)

D. Other Built-ins

To be determined by administrative staff, locate 100 staff mail boxes (10"Wx4"Hx14"D) and 10 boxes (20"Wx8"Hx14"D). Mail boxes to be located in Production/workroom. Mail boxes should have security doors.

(12) Other Considerations

Clinic area should have an entrance away from the flow of traffic.

Administrative suite should be adjacent to guidance/media centrally located.

Principal's secretary should have visibility over reception area.

Interior hallway connecting guidance to Administration - not a general traffic area.

Computer room off hallway.

School Store should be outside of administration area and centrally located.

Administration / Student Services

