

# EDUCATIONAL SPECIFICATION

## OKEEHEELEE MIDDLE SCHOOL

**Addition**

**Grades: 6 - 8**

**Existing CSR Student Stations: 1208**

**New CSR Student Stations: 286**

**New CSR Program Student Stations: 168**

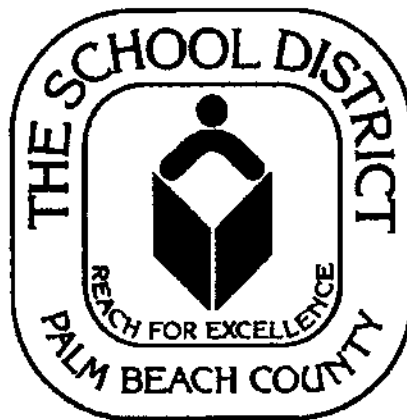
**Total CSR Student Stations: 1662**

**Utilization Factor: 90%**

**FISH Capacity: 1496**

**Current Enrollment: 1522**

**09/10 Projected Enrollment: 1258**



**Mr. Tom Lynch, Chairman**  
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**March 2005**

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**INTRODUCTION**

These Educational Specifications are intended for use as a planning guide by architects and others responsible for developing physical facilities in Palm Beach County. The general concept embodied in the specifications is to provide general and adequate details for proposed spaces while leaving ample flexibility for creativity and options in design by the architects.

Philosophy and Goals of the School Board of Palm Beach County are provided as general directions for programs in the School District and are followed by a listing of General Considerations. The facility list is intended to be a summary of the spaces to be provided, but is sufficiently flexible to accommodate design requirements and compatibility with adjacent space.

Specifications for the various program areas include a common listing of informational categories within each of the areas. Specific information relative to each particular area is included under various headings as follows:

- I. Program Philosophy
- II. Program Goals
- III. Program Activities
- IV. Organizational Nomenclature
- V. Innovations, Experimental Ideas, Other Planned Uses
- VI. Justification for Variance from S.R.E.F. Requirements
- VII. Program Facilities List
- VIII. Program Furniture and Equipment
- IX. Special Considerations

The graphic representations of Space Relationships are intended only to establish adjacencies and not to set design. Spaces shall be arranged for the various program areas in a configuration compatible with traffic control, site needs and the following considerations:

1. Facilities shall be as functional as possible; that is, they shall be organized in a manner responsive to educational programming requirements in an orderly economical way.
2. Facilities shall be as responsive as possible to long-term maintenance goals. The architect shall endeavor to produce a product with the lowest possible life cycle cost.
3. Facilities shall be as vandal-resistant as is possible within realistic budget constraints.
4. Facilities shall be as aesthetically pleasing as possible, considering neighborhood, shape, materials, colors, etc.
5. Facilities shall be designed to provide adequate student movement (circulation) without unnecessary waste.

Special attention is directed to planning for community utilization of the plant and campus, maximum energy conservation and capital budget restraints.

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**PHILOSOPHY AND GOALS**

**I. PROGRAM PHILOSOPHY**

The Board's philosophy is to provide an educational system which is instructionally sound and environmentally stimulating enough to attract and maintain high-quality professional, technical and administrative employees. This system is designed to earn the respect of the Palm Beach County community, the state and the nation.

The Board believes that successful implementation of its philosophy is highly dependent upon a positive, active, working partnership which includes the Board, administrators, teachers, staff, students, parents, community, business and industry. For this reason, the support requirements for this project were developed by a participatory process involving committees of educators, the Department of Secondary and Career Education and various departments of the SDPBC.

**II. PROGRAM GOALS**

**A. Student Goals** - Students shall acquire, to the extent of their individual physical, mental and emotional capacities, a mastery of the basic skills required in the curriculum.

**1. Communication and Learning Skills** - All students shall be provided an opportunity to do the following:

- a. Develop and apply basic skills in reading, writing, speaking, viewing and listening.
- b. Gain a general education in broader fields of language arts, social studies, science, mathematics, humanities and vocational education.
- c. Develop a desire for learning.
- d. Develop a capacity for self-evaluation and self-direction.
- e. Examine, analyze, evaluate and utilize various kinds of information.

**2. Human Relations** - All students shall be provided an opportunity to do the following:

- a. Develop a pride of accomplishment and a feeling of self-worth.
- b. Learn to respect and get along with people.

3. **Citizenship Education** - All students shall be provided an opportunity to do the following:
  - a. Develop good character and self-respect.
  - b. Be responsible citizens.
  - c. Participate in democratic experiences and processes.
4. **Occupational Interests** - All students shall be provided an opportunity to do the following:
  - a. Develop a positive attitude toward work.
  - b. Develop respect for the dignity of all occupations.
  - c. Acquire information needed for making appropriate job selections.
  - d. Develop the ability to use information as it relates to a particular vocation.
5. **Home and Family Relationships** - All students shall be provided an opportunity to do the following:
  - a. Broaden an appreciation of the family as a social institution and as a basic unit of society.
  - b. Acquire skills and attitudes for management of family resources.
  - c. Acquire and understand the skills of family living.
6. **Mental and Physical Health** - All students shall be provided an opportunity to do the following:
  - a. Develop good health habits and an understanding of the conditions necessary for maintenance of physical and emotional well-being.
  - b. Acquire a knowledge of basic psychological and sociological factors affecting human behavior and mental health.
  - c. Develop competence for adjusting to changes.
  - d. Recognize and work to solve environmental health problems.
7. **Aesthetic and Cultural Appreciation** - All students shall be provided an opportunity to do the following:
  - a. Develop an understanding and appreciation of human achievement in natural sciences, social sciences, humanities and the arts.

- b. Broaden interests and prepare for productive use of leisure time.
- c. Develop skills and creative abilities for self-expression.

**B. Management Goals**

1. **General Management** - The SDPBC shall refine, implement and utilize management practices which will provide the following:
  - a. Planning and evaluation programs which will ensure accurate and adequate information for decision-making.
  - b. Administrative procedures which ensure that program planning, budgeting and evaluation systems are integrated and cyclical in nature.
  - c. Information services that promote timely acquisition of accurate information regarding SBPBC policies, procedures and activities which fulfill the needs of the SDPBC and the public.
  - d. Administrative and Instructional support for "school-based management" procedures and techniques.
  - e. System-wide support services for functions, processes and programs.
  - f. Continuing development, refinement, implementation and evaluation of instructional materials, processes and components of the curriculum.
  - g. Flexible organizational structure which clearly defines and delineates authority, responsibility and accountability.
  - h. Fiscal integrity in budgeting and business affairs.
2. **Personnel Management** - The SDPBC will develop and maintain the following:
  - a. Practices and programs to recruit the best qualified personnel for all positions.
  - b. Programs to orient all employees properly to their job responsibilities, operation and organization of their units, and organization of the school system.
  - c. Staff Development Programs to update employees in their chosen fields and to enhance their professional and career growth.

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- d. **Develop programs to teach administrators at all levels how to achieve excellence in managing people, including performance, planning, evaluation and counseling.**
- e. **A system to identify high potential employees and their readiness status to qualify for higher career positions within the SDPBC.**
- f. **Practices and programs to attain effective affirmative action.**
- g. **Practices and systems to establish realistic position descriptions for each level and equitable compensation for those levels.**

**FACILITY LIST BY AREAS**

Okeehelée Middle School

Addition

Grades: 6 - 8

Existing CSR Student Stations: 1208

New CSR Student Stations: 286

New CSR Program Student Stations: 168

Total CSR Student Stations: 1662

Utilization Factor: 90%

FISH Capacity: 1496

Current Enrollment: 1522

09-10 Projected Enrollment: 1258

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Stat.
			Per Unit	Total	Unit	Total
<b>FACILITIES LIST DUE TO CLASS SIZE REDUCTION</b>						
<b>ADMINISTRATIVE/ACADEMIC HOUSE</b>						
1	Administrative Office		150	150		
1	Itinerant		125	125		
1	Reception/Secretary		225	225		
1	Storage/Vault		150	150		
1	Textbook Storage		50	50		
1	Teacher Planning		400	400		
	Restrooms (from allotment)					
	<b>TOTAL</b>			<b>1,100</b>		
<b>GENERAL CLASSROOMS</b>						
10	Classroom		750	7,500	22	220
10	Material Storage		90	900		
10	Teacher Planning		60	600		
	<b>TOTAL</b>		<b>900</b>	<b>9,000</b>		<b>220</b>
<b>SCIENCE</b>						
3	Science Demonstration/Classroom		900	2,700	22	66
2	Material Storage		200	400		
	<b>TOTAL</b>			<b>3,100</b>		<b>66</b>
	Custodial (as required by code)			315		
	Student Restrooms (as required by code)			429		
	Staff Restrooms (as required by code)			114		
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
<b>EXCEPTIONAL STUDENT EDUCATION</b>						
1	Supplementary Instruction		200	200		
1	Office/Testing		200	200		
	<b>Subtotal</b>			<b>400</b>		
1	Self Contained Classroom		900	900	10	10
1	Restroom, Student		40	40		



**DRAFT -EXHIBIT A**  
**Scheduled for March 05' Board Meeting**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
	<b>Subtotal</b>			<b>940</b>		
2	ESE Resource Room		672	1,344		
2	Material Storage		155	310		
2	Student Storage		40	80		
	<b>Subtotal</b>		<b>867</b>	<b>1,734</b>		
1	ESE Changing Room/Restroom			150		
1	ESE Department Storage			300		
	<b>Subtotal</b>			<b>450</b>		
	<b>TOTAL</b>			<b>3,524</b>		<b>10</b>
<b>GENERAL CLASSROOMS</b>						
.4	Classroom		750	3,000	22	88
4	Material Storage		90	360		
4	Teacher Planning		60	240		
	<b>TOTAL</b>		<b>900</b>	<b>3,600</b>		<b>88</b>
<b>SKILLS DEVELOPMENT LABORATORY</b>						
1	Skills Development Laboratory & Storage		900	900	22	22
	<b>TOTAL</b>			<b>900</b>		<b>22</b>
<b>CAREER EDUCATION - BUSINESS</b>						
2	Orient/Explore Business Laboratory		1,320	2,640	24	48
2	Material Storage		155	310		
2	Project Storage		150	300		
	<b>TOTAL</b>			<b>3,250</b>		<b>48</b>
	Custodial (as required by code)			185		
	Golf Cart Storage			300		
	Student Restrooms (as required by code)			252		
	Staff Restrooms (as required by code)			67		
1	Teacher Planning			400		

For modernization of existing schools and other schools with a high concentration of special program needs additional teaching spaces may be provided through the use of Resource Rooms and ESE Rooms to meet program capacity per the approval on January 21, 2003 of the Charter District Waiver.

The existing facilities will be analyzed by the project architect to determine appropriate usage of the buildings and site for necessary renovations and remodeling to meet SREF size standards, ADA requirements and other code issues.

Material Storage and/or Teacher Planning shall be folded into the classroom to create a classroom of 900 NSF. This will affect General Classrooms and Skills Development Laboratories. Science Classrooms shall be 900 NSF with shared Material Storage.

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**GENERAL CONSIDERATIONS**

Use the following documents, as a minimum, in facility design, the latest edition of the Florida Building Code (FBC) with latest revisions, the Florida Fire Prevention Code (FFPC), the SDPBC Educational Specification, District Master Specifications (DMS), District Design Criteria (DDC) and State Requirements for Educational Facilities (SREF).

- A. **Security** - The design shall comply with the DDC – Architectural and Civil.
- B. **Flexibility** - Consider flexibility to allow for future program changes and expansions of the school plant.
- C. **Construction Techniques** - Consider fast and economical construction consistent with long-range maintenance and flexibility requirements of a permanent school plant. Refer to DDC - Architectural.
- D. **Heating, Ventilating and Air-Conditioning (HVAC)** – Design the system(s) in accordance with DDC – Mechanical and the related DMS sections in Division 15.
- E. **Plumbing** - Design the system(s) in accordance with DDC – Plumbing and the related DMS sections in Division 15.
- F. **Building Fire Protection** - Design the system(s) in accordance with DDC – Mechanical and the related DMS sections in Division 15.
- G. **Windows** – Provide windows in accordance with DDC – Architectural.
- H. **Floors** – Provide floors in accordance with DDC – Architectural.
- I. **Walls** – Provide walls in accordance with DDC – Architectural.
- J. **Roof** - Provide windows in accordance with DDC – Architectural.
- K. **Corridors and Student Commons** - Corridor shall comply with the Florida Building Code, DDC and DMS.
- L. **Sound Treatment** - Acoustically-treated walls and ceilings shall be provided as necessary for the intended use of the space, refer to DDC - Architectural.
- M. **Hot Water** - Hot water shall be provided as indicated and per code, refer to DDC – Mechanical and Plumbing and DMS.
- N. **Lighting** - Classroom lighting shall be controlled with alternate switching of light fixtures. Provide lighting in accordance with DDC – Electrical and DMS.
- O. **Electrical** – Provide Electrical systems in accordance with DDC - Electrical and DMS.

- P. **Student Toilets** - Soap dispensers shall be liquid type provided and installed by the contractor. Paper towel dispensers and toilet paper dispensers shall be continuous metal jumbo roll type provided and installed by the contractor. Follow the DDC – Architectural and Plumbing for locating, designing and equipping student toilet facilities.
- Q. **Entrances** - Entrance shall comply with the requirements if the DDC - Architectural.
- R. **Lockers** - Lockers shall be located in air-conditioned corridors. Refer to DMS.
- S. **Clock and Bell System** - GPS master satellite clock system (wireless) shall be utilized throughout the facility and provided by the contractor. Bell system shall have automatic and manual operation.
- T. **Intercommunications System** - Provide two-way intercom system in accordance with the DDC - Electrical.
- U. **Instructional Television System**– Provide ITV system in accordance with the DDC – Electrical and DMS sections in Division 16.
- V. **Colors/Finishes** - Harmonizing colors shall be used to enhance the design of the plant. The architect shall submit colors for review and approval by the SDPBC Department of Program Management. The exterior of the buildings shall use a maximum of three (3) different colors and the interior of the buildings shall use a maximum of four (4) different colors with one of the four interior colors serving as the accent color for the instructional space. Exterior materials and coatings shall be graffiti resistant and easily cleaned to the maximum extent practical. The architect shall submit finishing schedules and mill work for review and approval by the SDPBC Department of Program Management.
- W. **Display Case** - A built-in recessed display case with tackable backboard shall be located in the entrance foyer, music area and art area and media center. A built-in trophy case with tackable surface shall be located in the gymnasium and auditorium. Provide safety glass. The recessed display case shall be 6'W x 4'H and 36" off the floor.
- X. **Communications (Voice and Data)** – Provide Communication systems in accordance with the DDC - Electrical.
- Y. **Safety** - Provide safety devices in accordance DDC, DMS and FBC.
- Z. **Site Fire Protection** - Refer to DDC, DMS, FBC and FFPC.
- AA. **Automobile Parking** - Provide parking in accordance with traffic control section, DDC – Architectural and Civil. Visitor parking shall be provided near the entrance to the administrative suite.
- AB. **Water Outlets** - Provide hose bibb in accordance with the DDC - Plumbing.

- AC. **Potable Water** - Systems shall be designed in accordance DDC - Civil and Plumbing.
- AD. **Pavement, Site Improvements** - Provide all pavement, markings, signage and other site improvements in accordance with DDC - Civil.
- AE. **Sanitary Sewer** - Systems shall be designed in accordance with the DDC - Civil.
- AF. **Storm Water Drainage** - Systems shall be designed in accordance with the DDC- Civil.
- AG. **Irrigation Water** - Systems shall be designed in accordance with the DDC- Civil.
- AH. **Structural** - Systems shall be designed in accordance with the DDC - Structural.
- AI. **Bulletin Boards** - In addition to any bulletin boards specified in departmental specifications, there shall be located in all of the corridors and/or student common area the following: (a) for general administrative, provide eight lineal feet; (b) for student activities, eight lineal feet; (c) for general faculty, eight lineal feet; (d) for interscholastic activities, eight lineal feet; (e) for music, eight lineal feet; (f) for interdepartmental use, eight lineal feet. Bulletin (tack) boards shall not be less than 36" vertical measurement.
- AJ. **Ceiling Heights** - Ceiling height shall be in accordance with the DDC - Architectural.
- AK. **Crowd Control** - The design shall reflect good crowd control. Consideration shall be given to large groups that enter and leave the site at times of public and school events.
- AL. **Energy Conservation** - The building and its systems shall be designed in accordance with the DDC - Mechanical:
- AM. **Community School** - The general plan and campus design shall be arranged to permit and facilitate use of all appropriate school facilities by community agencies when these spaces are not in use for the regular school program. Community school considerations include ready access from parking lots to all athletic and recreational facilities, meeting rooms, music facilities, media center, cafeteria and community school coordinator's office. Offices(s) shall be located near the parking lot with adequate lighting and natural surveillance.
- AN. **Exterior Building Materials** - Major exterior building materials shall be fully documented in the design phase of project development for review and approval by the SDPBC Superintendent or his/her designee. Exterior materials and coatings shall be graffiti resistant and easily cleaned to the maximum

extent practical. Refer to the DDC – Architectural.

- AO. **Instructional Technology**- Provide conduits, wiring, data outlets and receptacles for computer network requirements. Provide spaces and special air-conditioning for computer-related electronics. Refer to DDC.
- AP. **School Site and Play Fields** - The school site and play fields shall be designed in accordance with DDC – Architectural and Civil.
- AQ. **Working Heights** - Provide built-in equipment and furnishings in accordance with DDC - Architectural.
- AR. **Ventilation** - Design Ventilation system in accordance with the DDC - Mechanical.
- AS. **Program Furniture and Equipment** - Program furniture and equipment list, in this document, is a design guide for determining space requirements and it is not intended to be used as an ordering guide. Use existing furniture and equipment where possible.
- AT. **Natural Gas** - Refer to DDC - Plumbing.
- AU. **Design Notebooks** - Refer to DDC - Mechanical.
- AV. **Communications Room** - Every facility shall have one Communication Equipment Room (CER) and several Communication Closet Rooms (CCR) as necessary to comply with the DDC – Electrical and Mechanical.
- AW. The Architect/Engineer shall request a clarification from the Senior Project Administrator (SPA) of any conflicts between the Educational Specifications, DDC or DMS.
- AX. For middle schools, contractor to provide a lighted double sided marquee/school sign, 5'x10' in size, with adequate electrical service stubbed out.
- AY. Refer to the DDC – Electrical and DMS with regards to ceiling projectors raceway system. Contractor to provide ceiling projectors raceway system with all necessary wiring and properly supported projector mounting brackets in all instructional spaces and other designated areas. Obtain the latest detail of installation and specifications from the District's Network Services Department.
- AZ. Contractor to provide and install wall mounted pencil sharpeners and flag pole holders with proper backing in all necessary areas. Contractor to provide and installed AV screens and brackets with proper backing in all necessary areas. Provide proper backing for all mounted equipment where necessary.
- BA. Each school shall have a lightning detection device.

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- BB.** All built-in counters shall be wire management holes (grommets) to service telephones and computer hook-ups.
- BC.** When possible, the "head-in" equipment shall be located in the production room in the Library Media Center. The equipment should not be located in the control room of the CCTV studio.
- BD.** Schools under modernization and/or comprehensive addition shall have the interior signage comply with the building and room numbering of the School District's guidelines. Room names and numbers on signage shall be coordinated with SDPBC Interior Design Coordinators.
- BE.** Contractor to provide a 30' high flagpole with two complete rope systems. The flagpole shall be located near the main office/administration.
- BF.** Refer to the DDC – electrical and DMS with regards to conduit and junction box for sound field enhancement system.
- BG.** Classrooms, instructional areas and other designated areas shall be equipped with built-in multimedia cabinets, provided by the contractor, for TV, LCD, DVD/VCR, and other multi-media equipment. The multimedia cabinet shall be approximately 48" in height with the capability to have a 27" TV sit on top of the cabinet. The multimedia cabinet shall include lockable doors with adjustable shelving for equipment and grommets for wire management. The cabinet shall be located on the teaching wall.

**GENERAL SECURITY CONSIDERATIONS**

- A. Meet with SDPBC Department of School Police at first stage, site and building layout development, to discuss project specific security issues.
- B. The area for loading/unloading of students shall be designed for easy supervision with no mixture of pedestrian and vehicles.
- C. Open parking areas shall have good natural surveillance. Provide a fenced staff parking area that can be locked during the day where local conditions warrant.
- D. Site access shall consist of a primary road and secondary access in the event the primary road is blocked.
- E. School sites shall have perimeter security fencing preventing access to walkways and courtyards when facility is not occupied, but allow for public use of exterior athletic facilities. Design exterior doors to prevent unauthorized entry by minimizing key locks and hardware on doors which would not be used for the purpose of essential entry but are installed for emergency egress.
  - 1. Doors which are determined to be essential entry shall be provided with key access and include card access control and hardware as per current SDPBC policy, guidelines and the project specific plan review process.
  - 2. Entire perimeter of site shall be fenced or wall barriered and gated to a minimum height of six (6) feet. Provide the delivery/receiving/service entry gates(s) with electric latching/lock hardware and all associated hardware to allow the control of it from the card access system.
  - 3. Create an interior perimeter barrier so that all open area students and staff commons and their thoroughfares, i.e. courtyards, areas between buildings, portable classrooms, PE fields, etc. are blocked from entering except through an access controlled main public entry. Create a structurally mounted set of metal entry doors in the interior perimeter barrier to become the focal point of all public entry. These doors shall be located in the entry thoroughfare between the visitor parking area and the administration reception area. At the public entry, provide card access, video surveillance; remote intercom and electric controlled lock hardware as per current SDPBC policy, guidelines and the project specific plan review process. All other egress points through this open area interior perimeter barrier shall have the same type of structurally mounted metal entry doors. No fence gates allowed.
- F. Use maze-type of entry system to restrooms where appropriate, i.e., gymnasium. Do not use maze-type of entry for exterior locations.
- G. Bicycle parking compound shall be located in an area with good natural surveillance and have an 8' fence. Provide racks to which bicycles can be locked. Should be visible from office staff or classroom windows.

- H. When designing courtyards, consider physical division of space, i.e. benches, planters, to avoid congregation of large groups of students and to allow smooth flow of traffic. Position amenities to create multiple access and passageways. Planters shall not be placed in such a way as to allow its contents to block clear vision of common areas and courtyards. Limit the heights of all trees and shrubbery that are planted between the buildings and all thoroughfares, congregate areas, bike and auto parking spaces, courtyards, portables, entry/exit points throughout the interior perimeter barrier, playfields, etc. to not exceed three feet (3'), for a distance of fifty feet (50'). Consideration should be taken when locating landscaping to assure that it will not block lighting.
- I. Locate teacher planning areas throughout the campus to provide supervision for potential problem areas. Acceptable locations are at ends of buildings and center of hallways.
- J. Provide zoned lighting to allow for security during community school activities at night. Consider use of motion detector lights in isolated areas.
- K. Design roofs without obstructions that could conceal persons from view. Roof access shall be properly secured and lockable.
- L. Provide two (2) KNOX box for emergency key access to the site and building(s), one for school police and one for fire department. Coordinate with local fire department and district personnel.



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**SITE DEVELOPMENT**

- A. All site plans shall comply with SDPBC **Technical Requirements Manual for Site Plans.**
- B. **Refer to District Design Criteria (DDC).**
- C. A landscaping plan shall contribute to the development of a balanced and harmonious appearance of the educational complex. Landscaping shall be based on surveys of existing plants on the site and a palette of species of plants native to the vicinity. Plantings shall be site specific with special consideration given to minimizing supplemental irrigation systems, energy efficiency and maintainability of the designed vegetation systems, from installation to maturity. Supplemental irrigation systems to be used shall provide for total coverage of landscape areas. Where practical, minimum plant sizes and maximum spacing shall be used. Landscaping shall be in compliance with State Requirements for Educational Facilities Guidelines.

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**TRAFFIC CONTROL**

The following traffic-related activities occur on the school site:

1. Approximately, 15 - 25 school buses will enter and exit the site at the beginning and end of each school day.
2. Approximately, 150 staff will enter and exit the site daily.
3. Service and visitor vehicles will enter and exit the site daily.
4. Private vehicles and spectators attending extra-curricular activities will enter and exit the site periodically.

Proper signage should be included to delineate each area. Signage and bumpers for parking spaces shall be provided by the contractor.

Specific consideration shall be given to the following:

1. Approximately, 160 parking spaces shall be conveniently located for staff, visitors and service personnel. Ten of these to be convenient to the kitchen. Parking locations shall be located on-site and/or off-site.
2. Visitor parking shall be provided near the administrative suite and will naturally lead to the administrative suite reception entry.
3. A fenced parking area with lockable gate for bicycles shall be provided.
4. Student pedestrian traffic to playfields shall not cross any vehicular traffic area.
5. Refer to District Design Criteria (DDC).

**ADMINISTRATIVE/ACADEMIC HOUSE**

**I. PROGRAM PHILOSOPHY**

Refer to overall.

**II. PROGRAM GOALS**

Refer to overall.

**III. PROGRAM ACTIVITIES**

- A. Student conferences/counseling
- B. Parent conferences/counseling
- C. Secretarial and clerical duties
- D. Bookkeeping duties
- E. Duplicating of materials
- F. Health clinic
- G. Office activity for:
  - 1. Principal
  - 2. Assistant Principal
  - 3. Curriculum Coordinator
  - 4. Assistant Principal for Student Services
  - 5. Counselor (4)
  - 6. Itinerant (2)
- H. Workroom area
- I. Attendance reporting
- J. Storage and filing
- K. Distribution of mail
- L. Intercom center
- M. Data processing

**IV. ORGANIZATIONAL NOMENCLATURE**

N/A

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

- A. Administrative areas shall be located in academic houses.

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)**

- F. Academic Houses shall include the following: Administrative Office (150 NSF each), Itinerant (125 NSF each), Reception/Secretary (225 NSF each), Storage/Vault (150 NSF each), Textbook Storage (50 NSF each), Teacher Planning and Restroom(s).

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total
<b>FACILITIES LIST DUE TO CLASS SIZE REDUCTION</b>						
<b>ADMINISTRATIVE/ACADEMIC HOUSE</b>						
1	Administrative Office		150	150		
1	Itinerant		125	125		
1	Reception/Secretary		225	225		
1	Storage/Vault		150	150		
1	Textbook Storage		50	50		
1	Teacher Planning		400	400		
	Restrooms (from allotment)					
	<b>TOTAL</b>			<b>1,100</b>		

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Administrative Office & Itinerant**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk/workstation with chair
2		X	Side arm chair
1		X	File Cabinet, four drawer, legal, lateral & lockable
1		X	Computer & Printer
1		X	Bookcase
1	X		Tack board, 3' x 4'
1	X		Clock

**B. Reception/Secretary Area (per area)**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
3		X	Chairs for visitors
1		X	End table
1		X	Computer & Printer
1		X	Bookcase
1	X		Recessed Display Case, 6'W x 4'H (located in main and student service reception areas)
1	X		Tack Board, 3' x 4'
1	X		Clock
	X		Built-ins (refer to special considerations)

**C. Storage/Vault (minimum 1 hour fire rating)**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4-6		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Stamp machine
		X	Two-way radios
1		X	Radio charger
2	X		Storage cabinet with shelves
1	X		Key cabinet, lockable, mounted
1		X	Computer
1		X	Printer
1		X	Fax Machine
1		X	Work Table
	X		Built-ins (refer to special considerations)

**D. Textbook Storage**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Barcode reader and scanner for textbooks
1	X		Built-ins (refer to special consideration)

**E. Teacher Planning**

(See Teacher Planning Section)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Built-ins (refer to special consideration)

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

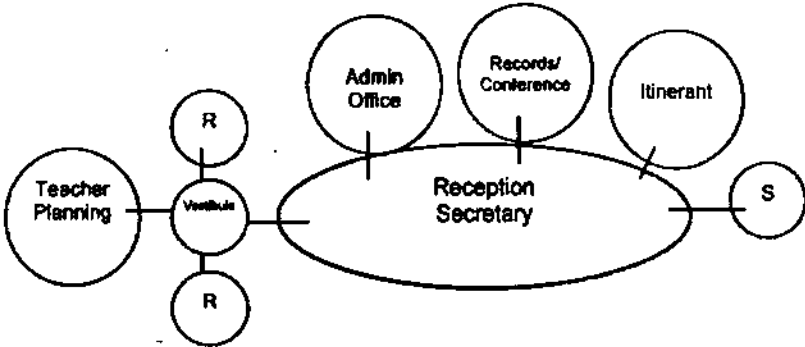
Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROLS.

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical – As required to meet District Standards.
- C. Floor - As required to meet District Standards. Carpeting is limited to principal's office.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.
- F. Lighting – As required to meet District Standards. Provide high quality, fluorescent lighting, with capability of separate switching of rows of lights.

- G. **Windows** – As required to meet District Standards.
- H. **Doors** - As required to meet District Standards.
- I. **Water/Plumbing Fixtures** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards.
- L. **Instructional Technology** – As required to meet District Standards.
- M. **Gas and Air** - N/A
- N. **Safety** – As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards. Parking for administrators, secretarial staff and visitors near administrative offices with easy access at all times during the day.
- R. **Built-ins**
  - 1. **Reception/Secretary**; Provide reception counter with transaction top and a section to comply with F.A.C.B.C. standards. Provide working counter, 29"-30" h, along reception counter with a minimum of two lockable pedestals and center drawer. The space between working counter and transaction counter shall be 12" clear height to hold notebooks
  - 2. **Textbook Storage** – Provide maximum steel shelving with adjustable shelving on all walls.
  - 3. **Administrative Storage** – Provide adjustable shelving, continuous, 18"D on one wall, full height.
- S. **Other Considerations** –  
N/A

**SPATIAL RELATIONSHIPS**

**Academic Houses**



R = Restroom  
S = Storage

**I. PROGRAM PHILOSOPHY**

Staff and students can expect a clean and healthful environment in which to teach and learn. A properly organized, trained custodial staff has the ability to ensure the sanitation and regular cleaning in any facility, if their cleaning program is supported by the cooperation of the entire staff and student body. Custodians are allocated based on the size of the school (square feet) in sufficient numbers to maintain the cleanliness of the facility. Care must be exercised that cleaning is their primary function. Staff and students help ensure the success of a custodial program by avoiding abuse of the facility. Our investment in school facilities is protected by initial provision and utilization of sufficient effective equipment and personnel.

**II. PROGRAM GOALS**

To provide a safe, sanitary and aesthetically acceptable learning and work environment through proper utilization of human resources, materials, equipment and methods.

**III. PROGRAM ACTIVITIES**

The principal duties of the custodial staff are as follows:

- A. Prepare and maintain adherence to work schedules to ensure regular, daily cleaning of the entire facility.
- B. Maintain personal use facilities (restrooms, water fountains, shower rooms, sinks) in clean and sanitary condition to minimum standards of State Requirements for Educational Facilities (S.R.E.F.) regulations and in accordance with the "Instructional Handbook for Custodians."
- C. Assure that school grounds are kept free of litter and safety hazards.
- D. Report all hazardous conditions immediately.
- E. Observe all safety and fire regulations.
- F. Maintain security of buildings during non-school hours.
- G. Report any items in facility in need of repair.
- H. Maintain custodial equipment so it is clean and usable at all times.
- I. Use only authorized materials, methods and equipment to accomplish program goals.
- J. Maintain inventory of custodial supplies and reorder as necessary for timely replacement.



K. Use all manual, mechanical, electrical, and automatic equipment as directed.

**IV. ORGANIZATIONAL NOMENCLATURE**

Number of custodial staff determined as a function of Budget Department.

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

N/A

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)**

N/A

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total
<b>Facilities List Due to Class Size Reduction</b>						
	Custodial Closets (as required by code)			315		
<b>Facilities List Due to Programs</b>						
	Custodial Closets (as required by code)			185		
	Golf Cart Storage			300		

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Service Closet (per closet)**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Service sink (HW/CW).
1		X	Service Cart
	X		Built-ins (refer to special considerations)

**B. Golf Cart Storage**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
3-4		X	Golf Carts, electrical
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROLS.

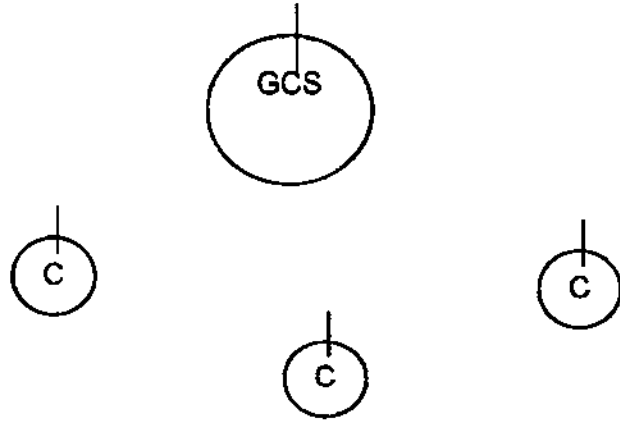
- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.
- F. Lighting - As required to meet District Standards
- G. Windows - N/A
- H. Doors - As required to meet District Standards. Provide metal door with at least 6' W opening for golf cart storage.
- I. Water/Plumbing Fixtures - As required to meet District Standards.
- J. Communications – As required to meet District Standards.
- K. Electrical - As required to meet District Standards.
- L. Instructional Technology - As required to meet District Standards.
- M. Gas and Air - As required to meet District Standards.
- N. Safety – As required to meet District Standards.
- O. Fencing - As required to meet District Standards.
- P. Service Drives - N/A
- Q. Parking - Storage and charging area for battery-powered carts. As required to meet District Standards.
- R. Built-ins -
  - 1. **Service Closets** – Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling.
  - 2. **Golf Cart Storage** – Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling.

S. Other Considerations

N/A

**SPATIAL RELATIONSHIPS**

**Custodial**



C = Closets, per SREF  
GCS = Golf Cart Storage

**EXCEPTIONAL STUDENT EDUCATION**

**I. PROGRAM PHILOSOPHY**

All exceptional students are entitled to receive appropriate educational services in the least restrictive environment which will enable them to have full equality of opportunity. Instructional program must fully meet the educational needs of students who deviate from the average to the extent that they require special education to develop their maximum potential.

**II. PROGRAM GOALS**

Students with special learning differences will be provided educational programs designed to meet their individual needs. Diagnostic evaluation, prescriptive planning and implementation of individual student programs will be provided.

**III. PROGRAM ACTIVITIES**

Students with special learning styles will be provided educational programs designed to meet their individual needs. Individualized and small group instruction will be provided in academic, learning strategies, prevocational/vocational, and daily living skills curriculum areas. Transitional services are provided for the employment bound and college bound students.

**A. Specific Activities**

**1. Specific Learning Disabilities**

- a. Instruction in basic skills and learning strategies
- b. Functional life skills
- c. Vocational preparation

**2. Emotionally Handcapped/Severely Emotionally Handicapped**

- a. Behavior adjustment and group interaction, positive behavior management techniques, and affective curriculum
- b. Academic instruction: remedial, ESE or regular curriculum
- c. Functional life skills
- d. Vocational preparation

**3. Educable Mentally Handicapped**

- a. Instruction in basic academic skills, social studies and science
- b. Social/personal skills development
- c. Functional life skills
- d. Vocational preparation
- e. Community referenced based instruction

**4. Physically Impaired/Profoundly Impaired**

- a. Independence in daily living skills
- b. Instruction in academic skills development
- c. Independence in community living skills
- d. Employability skills
- e. Training in assistive technology

**5. Adolescent Language Program (for eligible Language Impaired Students)**

- a. Academic strand-therapeutic language arts within the context of regular curriculum framework
- b. Functional strand-therapeutic language arts within the context of daily living and functional skill curriculum

**6. Hearing Impaired & Visually Impaired**

- a. Instruction in academic skills
- b. Instruction in communication skills
- c. Instruction in life skills
- d. Vocational preparation

**7. Laboratory (Trainable Mentally Handicapped Laboratory)**

- a. Laboratory experiences for all exceptional students in activities including food management and preparation, clothing care and construction, home repairs, basic economics, and agriculture production and processing
- b. Simulated job interviews
- c. Appropriate social skills

**8. Supplementary Instruction**

- a. Individualized or small group therapy
- b. Diagnostic testing
- c. Itinerant instruction (Hearing Impaired, Visually Impaired, Speech Language Impaired)
- d. Psychological evaluations

**9. Resource Room**

- a. Individualized or small group instruction
- b. Reinforce/enrich basic instruction

#### IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio

Self contained Instructional Classrooms: 1:10

Includes Physically Handicapped, Emotionally Handicapped and Trainable Mental Handicapped.

Part-Time Instructional Classrooms: 1:15

Includes Educable Mentally Handicapped, Specific Learning Disability, Hearing/Visually Impaired.

Laboratory: 1:12

Grade Levels for Which Program is Intended: 6-8

#### V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

- A. After school and Adult Education classes specific to each exceptionality, e.g., Emotionally Handicapped - day treatment.
- B. General Use - Availability of interactive video with appropriate hook-ups. Access to a computer in each classroom.
- C. Laboratory - This area shall be designed as a F.A.C.B.C. model apartment for teaching life skills (Trainable Mentally Handicapped Laboratory). It includes kitchen, laundry and bathroom facilities.
- D. Other instructional uses can be for programs for English for Speakers of Other Languages.

#### VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)

- A. ESE classrooms and related spaces shall be disbursed throughout the campus in compliance with the School District inclusion philosophy and can be used as general classrooms for flexibility purposes.
- B. Material Storage and Student Storage shall be folded into the Resource Rooms to create a larger instructional space.
- C. ESE restroom/changing room with shower, 3' x 5', wheelchair, roll-in capability, toilet, cot and sink in compliance with F.A.C.B.C. shall be provided. Restroom shall be a separate sterile space with private corridor entrance opening to the hallway.
- D. Combine the material storages and student storages from Supplementary Instruction Rooms to create two (2) spaces for Office/Testing.
- E. Combine Material Storages to create ESE Department Storage.
- F. Supplementary Instruction spaces are to be used for Speech, Hearing and Vision Testing and for Crisis Intervention office.
- G. ESE classrooms should be located on the ground floor whenever possible.

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
<b>EXCEPTIONAL STUDENT EDUCATION</b>						
1	Supplementary Instruction		200	200		
1	Office/Testing		200	200		
	<b>Subtotal</b>			<b>400</b>		
1	Self Contained Classroom		900	900	10	10
1	Restroom, Student		40	40		
	<b>Subtotal</b>			<b>940</b>		
2	ESE Resource Room		672	1,344		
2	Material Storage		155	310		
2	Student Storage		40	80		
	<b>Subtotal</b>		<b>867</b>	<b>1,734</b>		
1	ESE Changing Room/Restroom			150		
1	ESE Department Storage			300		
	<b>Subtotal</b>			<b>450</b>		
	<b>TOTAL</b>			<b>3,524</b>		<b>10</b>

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Self-Contained**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
5-10		X	Student desk, adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
3		X	Activity Table
2		X	Cabinet, general storage with four adjustable shelves on one side, marker board on the other, with casters
2		X	Cabinet, cubbies with plastic trays on one side, marker board on the other.
1		X	Bookcase, double-sided, three adjustable shelves on each side, with casters
10-12		X	Chairs, stackable, 17", plastic
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
2	X		Marker Board, 4' x 18', w/ map rails and flag holder
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
4		X	Computers
2		X	Printers



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No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Pencil sharpener with proper backing
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)
	X		Built-ins (refer to special considerations)

**B. Resource Room**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral lockable
1-2		X	Activity table
7		X	Chairs, stackable, 17", plastic
1	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
2	X		Marker Board, 4' x 8', with map rails and flag holder
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
4		X	Computers
2		X	Printers
1	X		Pencil sharpener with proper backing
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)
	X		Built-ins (refer to special considerations)

**C. Supplementary Instruction Room & Office Testing**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1-2		X	Activity Table
4		X	Chairs, stackable, 17", plastic
1	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Marker Board, 4' x 8', with map rails and flag holder
1	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1		X	Computers
1		X	Printers
1	X		Pencil sharpener with proper backing
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)

D. ESE Restroom/Changing Room

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Cot
1	X		F.A.C.B.C. Shower with no curb and with fold down seat in shower
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor – As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.
- F. Lighting – As required to meet District Standards.
- G. Windows – As required to meet District Standards.
- H. Doors – As required to meet District Standards.
- I. Water/Plumbing Fixtures - As required to meet District Standards.
- J. Communications - As required to meet District Standards. Provide a telephone jack and a dedicated line for telecommunication hearing and visually impaired.
- K. Electrical - As required to meet District Standards.
- L. Instructional Technology - As required to meet District Standards.
- M. Gas and Air - As required to meet District Standards.

- N. **Safety** – As required to meet District Standards.
- O. **Fencing** – As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards. Laboratory shall be accessible for commercial delivery.
- Q. **Parking** – As required to meet District Standards.
- R. **Built-ins**

1. **All ESE Instructional spaces (except Supplementary Instruction)**

- a. Provide base cabinets with lockable doors and adjustable shelves and upper cabinets with lockable doors and adjustable shelves.
- b. Provide built-in bookcase, 60”L x 15”D x 40”H with adjustable shelves.
- c. Provide computer counter to accommodate four (4) computers and two (2) printers (14”W x 30”D). The counter shall have grommets for wire management.
- d. Provide TV/Multimedia cabinet, approximately 48” in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall

3. **ESE Department Storage**

- a. Provide metal adjustable shelving on three walls, floor to ceiling.

4. **ESE Changing Room**

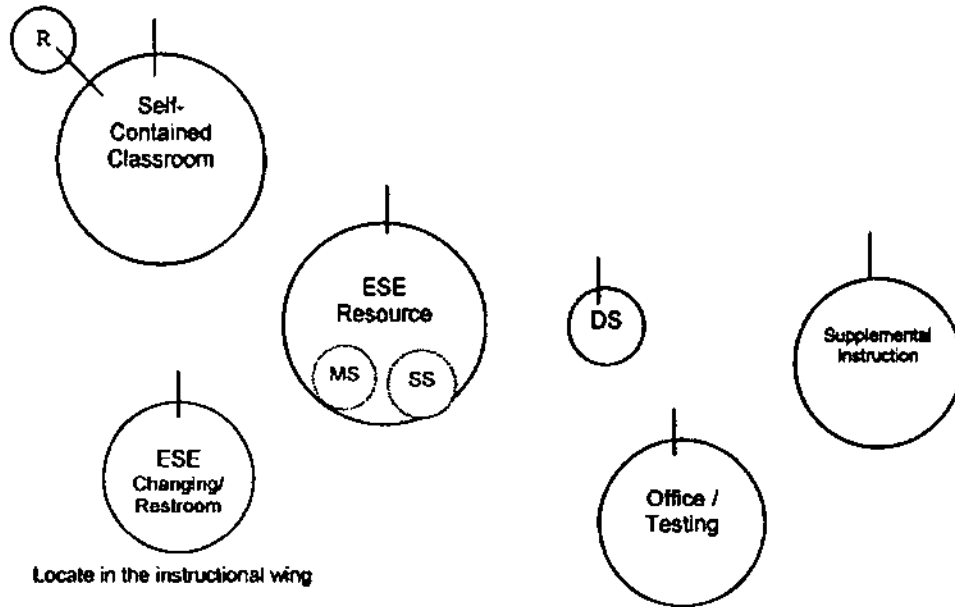
- a. Provide storage cabinet, 24”w.x 18”D.X 72”H, w/adjustable shelves and lockable doors

R. **Other Considerations** -

- 1. The use of observation window(s) in ESE classroom(s) will be reviewed on a school by school basis.
- 2. The architect shall work with District staff with regards of the placement of ESE classrooms on the floor plan.

SPATIAL RELATIONSHIPS

Exceptional Student Education



- R = Restroom
- MS = Material Storage
- SS = Student Storage
- DS = Department Storage

Not all spaces are shown

DRAFT – Scheduled for March 05' Board Meeting  
**GENERAL CLASSROOMS**

**I. PROGRAM PHILOSOPHY**

During the middle school years, the child experiences rapid mental, physical, social and emotional growth. This stage of development demands a flexible program designed to satisfy individual needs. Teaching goals shall extend opportunities to the students for improvement of self-concepts through successful learning experiences.

**II. PROGRAM GOALS**

- A. Provide a broad and flexible program which allows for individual differences.
- B. Provide activities and materials to develop skills conducive to effective performance: listening, speaking, reading, writing, grammar and studying.
- C. Provide experiences and opportunities for children to develop skills in critical thinking, deductive and inductive reasoning, and in problem solving.
- D. Develop creativity, positive attitudes and ideals.
- E. Develop critical thinking skills.

**III. PROGRAM ACTIVITIES**

N/A

**IV. ORGANIZATIONAL NOMENCLATURE**

Teacher - Student Ratio: 1:22

Grade Levels for Which Program is Intended: 6 - 8

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

N/A

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)**

- A. Material Storage and Teacher Planning shall be folded into classroom to create a classroom of 900 NSF.

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
<b>GENERAL CLASSROOMS</b>						
4	Classroom		750	3,000	22	88
4	Material Storage		90	360		
4	Teacher Planning		60	240		
	<b>TOTAL</b>		<b>900</b>	<b>3,600</b>		<b>88</b>

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Classroom**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
22		X	Student Combo Desk
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Table, 30" x 72"
1		X	Bookcase
4-10		X	Chairs, stackable, 17", plastic
1		X	Lectern
1		X	Stool
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Marker board, 4' x 16', with map rails and flag holder
2	X		Tack Board, 4' x 4'
1	X		8' x 8' video format screen with black masking borders
4		X	Computers
2		X	Printers
1	X		Pencil sharpener with proper backing
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)
	X		Built-ins (refer to special considerations)

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

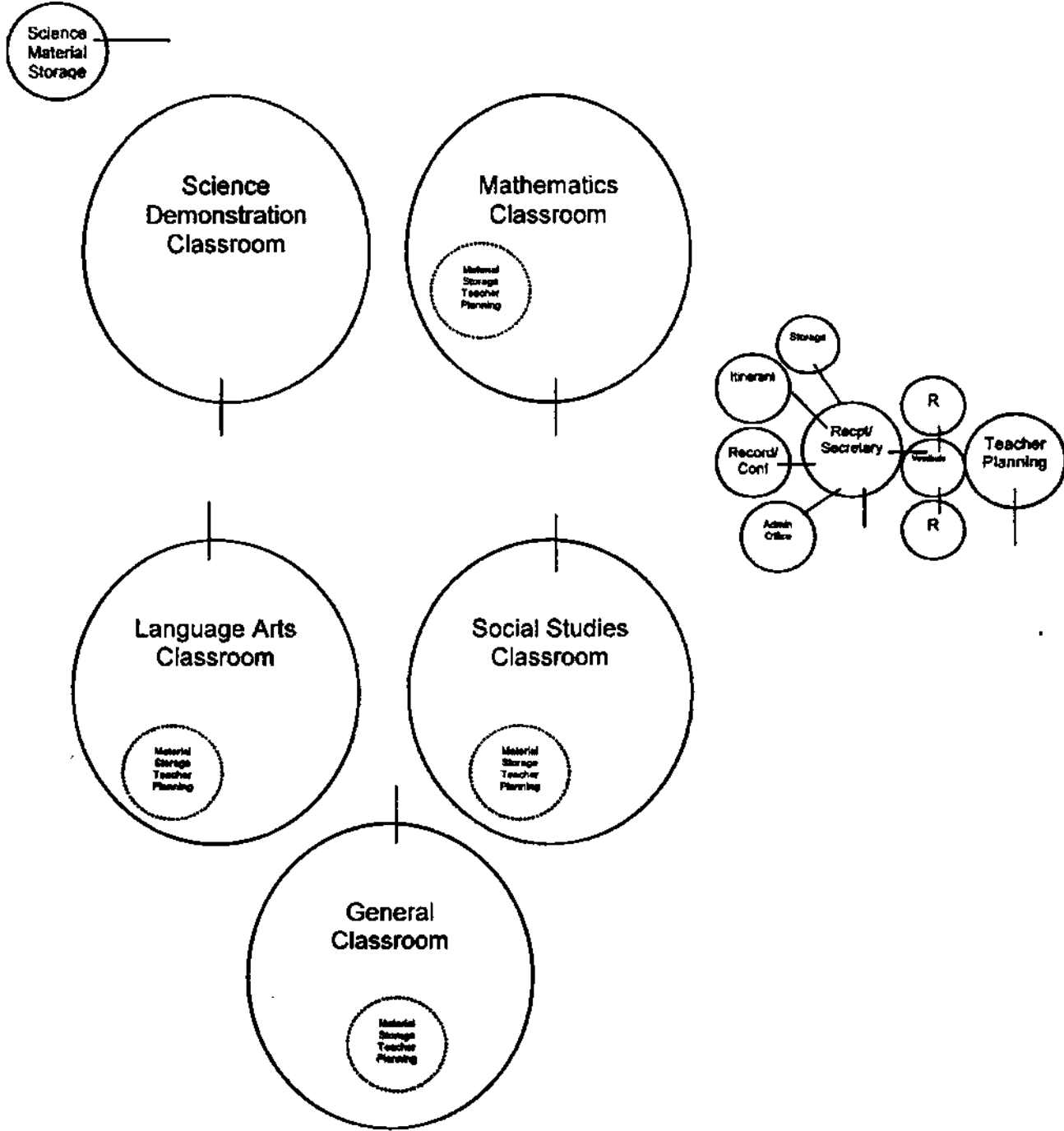
Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor – As required to meet District Standards.

- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.
- F. Lighting – As required to meet District Standards.
- G. Windows – As required to meet District Standards.
- H. Doors – As required to meet District Standards.
- I. Water/Plumbing Fixtures - As required to meet District Standards.
- J. Communications - As required to meet District Standards.
- K. Electrical - As required to meet District Standards.
- L. Instruction Technology - As required to meet District Standards.
- M. Gas and Air - As required to meet District Standards.
- N. Safety – As required to meet District Standards.
- O. Fencing – As required to meet District Standards.
- P. Service Drives – As required to meet District Standards.
- Q. Parking – As required to meet District Standards.
- R. Built-ins
  - 1. Provide base cabinet with lockable doors and adjustable shelves, and upper cabinets with lockable doors and adjustable shelves.
  - 2. Provide built-in bookcase, 5'L x 15"D x 40"H with adjustable shelves.
  - 3. Provide computer counter to accommodate four (4) computers and two (2) printers (14"W x 30"D). The counter shall have grommets for wire management.
  - 4. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall.
- S. Other Considerations - N/A

**SPATIAL RELATIONSHIPS**

**Campus Functional Relationship Diagram  
(Academic Houses)**





**DRAFT – Scheduled for March 05' Board Meeting**  
**RESTROOMS**

Provide staff restroom adjacent to teacher planning for shared disciplines. Ceramic tile in toilets shall be floor to ceiling.

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total
<b>Facilities List Due to Class Size Reduction</b>						
	Student Restroom (as required by code)			429		
	Staff Restrooms (as required by code)			114		
<b>Facilities List Due to Programs</b>						
	Student Restroom (as required by code)			252		
	Staff Restrooms (as required by code)			67		

Although square footage allocation is per SREF, accommodations for size of spaces and numbers of spaces must be made for F.A.C.B.C. and parity.

**I. PROGRAM PHILOSOPHY**

Middle school Science in Palm Beach County is designed to reinforce skills and learning gained in elementary school and prepare students for high school laboratory Science. The program is transitional in nature, with exploratory activities playing a major role. Middle school students, by their very nature are active and inquisitive, and often learn best by doing "hands on" activities in Science. These activities, however, must be carefully planned and supervised with students working toward mastery of objectives.

**II. PROGRAM GOALS**

- A. Teach a set of basic scientific concepts in a style compatible with the students' interests and abilities that will provide scientific knowledge necessary for successful involvement in life and future scientific studies.
- B. Allow students to participate in "hands on" Science-related activities and acquire skills of measurement and laboratory procedures for the investigation of scientific problems.
- C. Provide opportunity for students to speak and write in scientific terms and use the basic vocabulary of Science in today's society.

**III. PROGRAM ACTIVITIES**

Middle school Science includes, but is not limited to, classroom and laboratory activities relating to the structure of matter; interaction of matter and energy; the structure, function and classification of living things; and physical characteristics of the earth. Also, students will be constructing, displaying, and storing science fair projects. Student abilities may range from SLD with varying exceptionalities to those enrolled in gifted classes. Students will manipulate scientific apparatus and materials requiring electrical outlets and a source of water to be located along perimeter counters. Teacher demonstration area will support the student manipulation of apparatus. Outdoor instructional activities will be used for individual students and classes. General laboratory activities will be accomplished in teams of two.

**A. Courses Offered**

- 1. General Science
- 2. Physical Science
- 3. Life Science

**B. Teacher Activities**

- 1. Plan and direct student activities, individually, and as part of a team.
- 2. Discuss the objectives to be attained, both with students and other teachers.

3. Guide students, individually, and in groups.
4. Use models, charts, marker board, and tack board as instructional aids.
5. Prepare materials for Science activities.
6. Adjust curriculum, instructional techniques and evaluation procedures to accommodate needs of students.
7. Organize and store equipment and supplies.
8. Request equipment and supplies.
9. Inventory equipment and supplies.
10. Diagnose students' needs, and assist students to evaluate their own progress.
11. Plan and direct laboratory activities using chemicals, glassware, heating devices, preserved and live specimens, plants, rocks and minerals.

**C. Student Activities**

1. Study independently.
2. Experiment independently at a work table.
3. Listen in a large group lecture situation.
4. Research with reference materials.
5. Communicate findings and ideas to others.
6. View audio-visual presentations.
7. Observe, measure, hypothesize, predict, infer, classify and graph.
8. Read, write and organize ideas.
9. Confer with teacher and guidance personnel.
10. Work on projects individually and with groups.
11. Plan activities with teacher and others.
12. Read and write at student laboratory tables.
13. Provide daily maintenance of plants and animals.

**IV. ORGANIZATIONAL NOMENCLATURE**

Teacher - Student Ratio: 1:22

Grade Levels for Which Program is Intended: 6 - 8

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

- A. Community school classes in Science-related interest areas, such as Electricity, Astronomy, Horticulture, etc. Accelerated program for students with interest and ability in Science and related areas. Remedial assistance program, activity-centered and specifically designed for the less able student. Computer Science classes for students and adults will be offered. Increased utilization of instructionally related activities which occur on the school campus (environmental studies, outdoor field studies, community studies).

## VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)

- A. One Science Demonstration/Classroom shall be equipped for a Chemistry Demonstration/Classroom.

## VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
<b>SCIENCE</b>						
3	Science Demonstration/Classroom		900	2,700	22	66
2	Material Storage		200	400		
	<b>TOTAL</b>			<b>3,100</b>		<b>66</b>

## VIII. PROGRAM FURNITURE AND EQUIPMENT

- A. Science Demonstration Room (per classroom)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
25		X	Student desk or 14 tables, 2 students per table
1		X	Teacher desk and chair
1		X	Laboratory Stool, adjustable back
1		X	Table, 30"W x 72"L
30		X	Chair
1		X	File cabinet, four-drawer, legal, lateral, lockable, chemical resistant top
2		X	Laboratory cart, portable
1	X		Permanent Fume Hood in Chemistry Lab
1		X	Safety shield, (explosion shield) portable
1		X	Sterilizer for safety goggles with lamp
1		X	Trash can, 25-gal., non-metal
1		X	Spark-resistant safety can for disposal of flammables
1		X	Dry chemical waste container
16		X	Microscope
40		X	Safety goggle and spill-control pillows
1		X	Sand bucket, 25 pounds
30		X	Student apron
1		X	Teacher Lab coat
1		X	Electronic Scale
1		X	Ultrasonic cleaner
1		X	Microviewers
1		X	Flex Cam
1		X	Triple-beam balance
6-7	X	X	Sinks, stainless steel (with sink covers)
1	X		Safety shower and eye wash
4		X	Computer
2		X	Printer
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with

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No. of Items	Contractor Provided	District Provided (FF&E)	Description
			adjustable shelving, lockable
1	X		Marker Board, 4' x 16', with map rail and flag holder
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1	X		Pencil sharpener with proper backing
	X		Fire extinguishers, per code
1	X		Fire blanket, wall-mounted
1	X		First Aid kit, wall mounted
1	X		Display cabinet, transparent front
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)
	X		Built-ins (refer to special considerations)
1	X		Teacher demonstration table (refer to special considerations)

**B. Material Storage (per)**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Glassware drying rack
1		X	Trash can, 25-gal. capacity, non-metal
	X		Smoke detector per codes
1	X		Refrigerator with ice-maker, 22 cu.ft.
1	X		Dishwasher (in 8 <sup>th</sup> grade storage room)
1	X		Exhaust fan
1	X		Double stainless steel sink
1	X		Flammable storage
	X		Built-ins (refer to special considerations)

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

Refer to **GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.**

- A. **Heating / Cooling / Ventilation** - As required to meet District Standards.
- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** - As required to meet District Standards.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** - As required to meet District Standards.
- G. **Window** - As required to meet District Standards. Observation window between material storage and laboratory

- H. **Doors** - As required to meet District Standards. The doors must be lockable in material storage areas with vision panels.
- I. **Water/Plumbing Fixtures** - As required to meet District Standards. Provide master shut-off valve for water.
- J. **Communications** - As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards. Master shut-off control switch for each demonstration room.
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards. Provide gas and air at teacher station and at student stations in the chemistry laboratory only. Provide master shut-off valves for gas and air.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** – As required to meet District Standards.
- P. **Service Drives** – As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.
- R. **Built-ins**
  - 1. **Classrooms/Laboratory (per)**
    - a. Provide maximum base cabinets with drawers and adjustable shelves with doors; and upper cabinets with adjustable shelves for microscope storage, etc. Provide sinks (6-7) equally spaced in counter, one for disable accessible. In the chemistry laboratory, counter top shall be acid-resistant.
    - b. Provide teacher demonstration table, 72", permanent, with sink, electrical and data connections (additionally, gas and air hook-ups in the chemistry lab only); with above demonstration mirror. In the chemistry laboratory, counter top shall be acid-resistant.
    - c. Provide computer counter to accommodate four (4) computers and two (2) printers (14"W x 30"D). The counter shall have grommets for wire management.
    - d. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire

**DRAFT – Scheduled for March 05' Board Meeting management. The TV/Multimedia cabinet shall be located along or near the teaching wall.**

**2. Storage Room (per)**

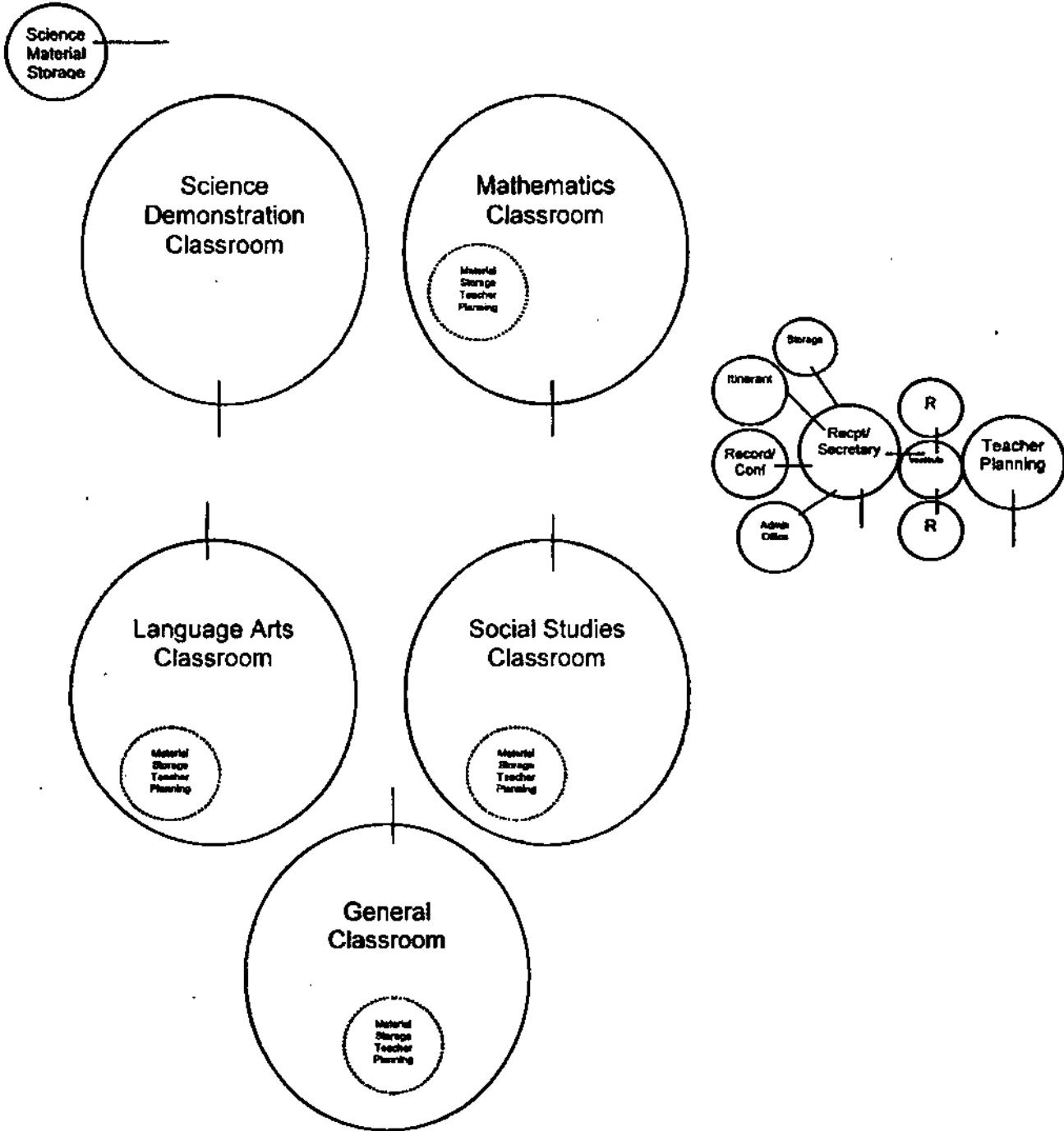
- a. Provide a counter with double sink in material storage room.
- b. Provide storage cabinet (3), 36"W x 18"D x 84"H, louvered doors, adjustable shelves, lockable in storage room.
- c. Provide flammable storage cabinet, built-in vent, lockable.
- d. Provide maximum metal shelving with adjustable shelves along one long wall.

**S. Other Considerations**

N/A

**SPATIAL RELATIONSHIPS**

**Campus Functional Relationship Diagram  
(Academic Houses)**





**SKILLS DEVELOPMENT LABORATORY**  
**Computer Science and Foreign Language**

**I. PROGRAM PHILOSOPHY**

The study of Computer Science and Foreign Language are vital and necessary disciplines with its own learning procedures and objectives that serve to enrich the lives of students and prepare them to live in the world today.

**II. PROGRAM GOALS**

The program goals are to develop skills of Language Behavior (Hearing, Speaking, Reading and Writing) and important knowledge of Foreign Language. Students will be provided educational programs designed to meet their individual needs.

**III. PROGRAM ACTIVITIES**

The class will use district-adopted instructional materials. Slides, maps and pictures will add to the appreciation of programs. Class participation will emphasize listening and speaking in the language. Instruction will be provided in academic, vocational, living skills and enrichment curriculum areas.

The class will continue audio-lingual instruction on a more advanced level. Grammar, composition and conversation will be emphasized. Students will participate in language and computer skills.

**IV. ORGANIZATIONAL NOMENCLATURE**

Teacher - Student Ratio: 1:22

Grade Levels for Which Program is Intended: 6 - 8

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

A. Laboratory shall have six rectangular tables facing one direction, able to seat five students per table and all students facing one direction. Laboratory shall have tape program with workbooks. Students listen to a pre-recorded tape, then student shall be able to self answer the tape and play back to listen to student's own voice. Pre-recorded tape must not be erasable, but student's voice must be erasable. Teacher shall be connected to the student's stations so teacher can listen to each student individually.

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.) -**

A. Material Storage and Teacher Planning shall be folded into classroom to create a classroom of 900 NSF.

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
<b>SKILLS DEVELOPMENT LABORATORY</b>						
1	Skills Development Laboratory & Storage		900	900	22	22
	<b>TOTAL</b>			900		22

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Skills Development Laboratory**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
30		X	Workstation with wire management
1		X	Table, 30" x 72"
1		X	Teacher desk/workstation with chair
1		X	Speaker's lectern, 42" x 25" x 11-3/4"
2		X	File cabinet, four-drawer, legal, lateral, lockable
30		X	Chair, stackable
1		X	Pencil sharpener, electric
30		X	Computers
4		X	Printers
1	X		Marker Board, 4' x 16', with map rails and flag holder.
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1	X		Pencil sharpener with proper backing
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Clock (contacted to master bell system)
1	X		TV/Multimedia Cabinet (refer to general considerations)

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

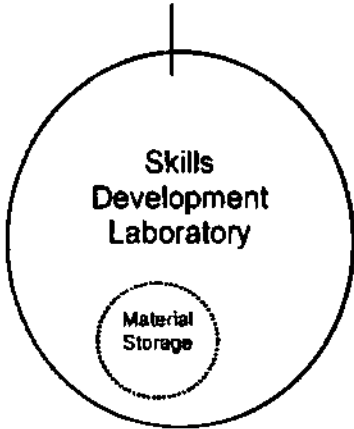
Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating / Cooling / Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor – As required to meet District Standards.
- D. Walls - As required to meet District Standards.

- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** – As required to meet District Standards.
- G. **Window** - As required to meet District Standards.
- H. **Doors** - As required to meet District Standards.
- I. **Water / Plumbing Fixtures** - As required to meet District Standards
- J. **Communications** - As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards.
- L. **Instructional Technology** - As required to meet District Standards.  
Provide computer/data hook ups for student use to allow perimeter and/or peninsular set-up.
- M. **Gas and Air** – As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** – As required to meet District Standards.
- P. **Service Drives** – As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.
- R. **Built-Ins**
  - 1. Provide maximum upper cabinets with lockable doors and adjustable shelves. Cabinets shall have a 14" clearance inside the cabinets.
  - 2. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall
- S. **Other Considerations**

**SPATIAL RELATIONSHIPS**

**Skills Development Laboratory**



Not all spaces are shown

**TEACHER PLANNING**

**I. PROGRAM PHILOSOPHY**

Refer to overall.

**II. PROGRAM GOALS**

The goal is to provide teachers and staff with a comfortable and restful environment in which to mentally and physically relax during non-duty periods.

**III. PROGRAM ACTIVITIES**

The teacher planning areas shall provide spaces for the social and emotional development of teachers and staff. It also provides the opportunity for small group meetings and planning.

**IV. ORGANIZATIONAL NOMENCLATURE**

During the course of the day staff members will use the facilities. The number of people, at any one time, will vary.

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

N/A

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.)**

A. Teacher Planning shall be located within the instructional area and adjacent to the Academic House Administration area.

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
<b>FACILITIES LIST DUE TO CLASS SIZE REDUCTION</b>						
1	Teacher Planning			400		
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
1	Teacher Planning			400		

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Teacher Planning**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
		X	Vending machine(s)
1		X	Copier
		X	Computers
		X	Printers
1	X		Tack board, 4' x 6'
1	X		Clock
	X		Built-ins (refer to special considerations)
1	X		Mirror & vanity in staff restroom
1		X	Work table

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

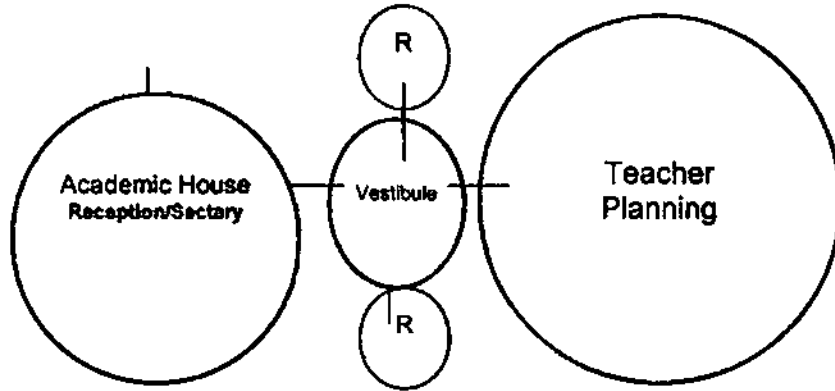
Refer to **GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.**

- A. **Heating/Cooling/Ventilation** – As required to meet District Standards.
- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** - As required to meet District Standards.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards.
- H. **Doors** - As required to meet District Standards.
- I. **Plumbing Fixtures/Water** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards.
- L. **Instructional Technology** - As required to meet District Standards.  
Provide computer/data hook ups.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.

- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.
- P. **Built-Ins** -
  - 1. Provide mirror and shelf over sinks.
  - 2. Full-length mirror in restroom.
  - 3. Provide teacher carrels with pedestal to accommodate ten (10) teachers with computer and printer. Provide lockable upper cabinets above teacher carrels. The teacher carrels shall have grommets for wire management.

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**SPATIAL RELATIONSHIPS**

**Teacher Planning**



R = Restroom



**CAREER EDUCATION**  
**BUSINESS**

**I. PROGRAM PHILOSOPHY**

Business Technology Education in Palm Beach County provides students with the opportunity to explore the world of work. Through the self-examination of personal attitudes and interests, students explore various careers and develop a career plan. Students are exposed to basic office skills such as keyboarding, business mathematics, and business communications which are needed in every occupation. Computer use is a vital part of the Business Technology Education program. Activities include the use of a word processor, a database manager, a spreadsheet, a presentation manager, and on-line service.

Future Business Leaders of America (FBLA) Middle School Division is the appropriate vocational student organization for providing leadership and organizational skills experiences and for reinforcing the skills that are taught in Business Technology Education.

**II. PROGRAM GOALS**

- A. Assist students in the appraisal of their individual abilities, potential, interest, desires, and needs.
- B. Provide students with classroom experiences in a variety of business related careers.
- C. Provide hands-on business learning experiences that will assist students with exploring a variety of career opportunities.
- D. Provide students with assistance in developing desirable attitude toward work, establishing solid work ethics, and recognizing the dignity of every occupation.
- E. Provide students with opportunities to participate in activities which expose them to business related courses of study at the high school and post-secondary levels.
- F. Provide an introduction to keyboarding, computer applications, and on-line services and the necessity of fundamental business skills for all careers.
- G. Provide students with opportunities to experience activities in which they learn to accept responsibilities, to make decisions,

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and to work with a diverse group.

- H. Assist students in developing leadership and organizational skills through participation in FBLA-Middle School Division.

### III. PROGRAM ACTIVITIES

All students in the business education area are in grades sixth through eight, including special needs students. Instruction and learning activities will be provided in a laboratory setting that is reflective of a typical business environment.

#### A. Business Keyboarding

Business Keyboarding is designed to provide instruction in keyboarding for business applications. The content of this course provides the skills necessary to ensure increased productivity and efficient utilization of equipment. Laboratory activities including field trips, job shadowing, special projects, and the use of guest presenters from the business community are appropriate for this course. Computers and software must be made available to students in this course. Participation in FBLA activities, meetings, and programs are essential.

This course is one semester in length and it is recommended to be offered at the sixth grade level.

#### B. Computer Applications in Business 1

Computer Applications in Business 1 is designed to acquaint students with career opportunities in the field of business computers as well as hands-on, practical experience using application software. The student will be able to use business decision making and problem solving methods, identify the parts and functions of a computer system, perform computer activities, identify use of the computer and become familiar with occupations dealing with computer hardware and software. Laboratory activities including field trips, job shadowing, special projects, and the use of guest presenters from the business community are appropriate for this course. Computers and software must be made available to students in this course. Participation in FBLA activities, meetings, and programs are essential.

This course is one semester in length and it is recommended to be offered at the seventh grade level.

**C. Computer Applications In Business 2**

Computer Applications in Business 2 is designed to refine and add to the student's ability in using integrated application software, expanding the level and speed of the student's keyboarding and decision making skills acquired in Computer Applications in Business 1. Emphasis will be placed on work ethics, productivity and quality. The student, working individually and within groups, will be able to use business decision making and problem solving techniques to develop a simulated work activity to produce quality work.

Laboratory activities are an essential part of this course because it is designed as a hands-on class. It is essential that an integrated software program be made available. Also, this course emphasizes teamwork, solid and productive work ethics, cooperation and listening skills to train the student for the work place. Decision making and group interaction procedures are employed in this course. Participation in FBLA activities, meetings, and programs are essential.

This course is one semester in length and it is recommended to be offered on the eighth grade level.

**IV. ORGANIZATIONAL NOMENCLATURE**

Teacher - Pupil Ratio 1:24

Grade Levels for Which Program is Intended 6 - 8

**V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES**

- A. Every business, international and domestic, is dependent upon computers for completing day-to-day activities. If business technology education is to successfully prepare students to enter the workforce at one point in time, it is absolutely necessary that each lab be equipped with a minimum of 35 multi-media computers and peripherals such as laser printers, scanners, plotters, projection panels, digital to analog convertors for the television/computer connection, 30 inch monitor, and laser disc players.
- B. Every business technology education department should have a server that will necessitate the networking of the business technology education labs. This will allow facilitators to maintain control over student workstations, deliver instructions and assist individual students remotely, as well as perform assessments in a non-traditional manner. If desired by the school site, this network should have a pass through to the main server so that the media center and the school wide e-mail can be accessed by students. This pass through will also allow facilitators to gain access to teacher tools that are on the main server.

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- C. Every business technology education lab should be wired to support a lab of 30 multi-media computers. The appropriate wiring consists of CAT 5 data cabling, electrical outlets, and electronics. This will allow for easy access to the Internet.

**VI. JUSTIFICATION FOR VARIANCE FROM STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES (S.R.E.F.) - N/A**

- A. The Material Storage and Project Storage areas shall be combined into one large space that shall serve as the teacher planning/storage. This area shall have observation windows, telephone jack, and the appropriate wiring, electronics, and cabling for the network.

**VII. PROGRAM FACILITIES LIST**

Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
			Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total
<b>FACILITIES LIST DUE TO PROGRAMS</b>						
<b>CAREER EDUCATION - BUSINESS</b>						
2	Orient/Explore Business Laboratory		1,320	2,640	24	48
2	Material Storage		155	310		
2	Project Storage		150	300		
	<b>TOTAL</b>			<b>3,250</b>		<b>48</b>

**VIII. PROGRAM FURNITURE AND EQUIPMENT**

**A. Business Keyboarding & Applications Laboratory**

No. of Items	Contractor Provided	District Provided (FF&E)	Description
30		X	Student Tables, 30"D x 48"W x 27"H, with CPU Tower Holder and wire management
30		X	Student Chair, pneumatic lift, tilt, caster base, armless
1		X	Teacher desk, 60" Arc Stations (3) with riser shelves (2), drawer pedestal (2), pull-out keyboard and CPU holder
1		X	Teacher chair with executive chair back 20"W x 19"D, tilt with lock, pneumatic lift, arms, and five-star wide base with hooded casters
1		X	Side chair for teacher desk, no casters
30		X	Multi-media computer workstation with wire management to include the latest computer equipment
1		X	Multi-media computer workstation with wire management to include the latest computer

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No. of Items	Contractor Provided	District Provided (FF&E)	Description
			equipment for teacher
1		X	Software
1		X	Dictating/transcribing machine, foot pedal, mini-plug headphones, cassette, microphone
30		X	Computers
2		X	Inkjet Color Printer
3		X	Laser printer
1		X	Scanner, color, full page, table top, with OCR editing software, cable
4		X	Mobile printer stands
1		X	Computer Projection devices
1		X	Color monitor/receiver – 30" color video monitor/receiver with TV/VCR remote, cable and stand
1		X	Video Cassette Recorder
1		X	Laser Disc Player/DVD
30		X	Financial calculator with memory, both display and print
2		X	Vertical File, four drawer, legal, lateral, with lock
1		X	Table, 72" x 30", laminated top, adjustable
1		X	Paper cutter, small
2		X	Stapler electric
1		X	3-hole Puncher, electric
1		X	Pencil sharpener, electric
1		X	Lectern with shelf, 23" x 12 ½" x 44"
1		X	Magazine Rack, 42" x 18" x 60"
1		X	Multi-media cabinets with 6" deep drawers
1		X	Paper shredder
1	X		6'x 8' video format screen with black masking borders
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
2	X		Marker Board, 4' x 16', with map rail and flag holder
2	X		Tack Board, 4' x 4'
1	X		Pencil sharpener with proper backing
2	X		Hanging fixtures for charts in front of room
1	X		Security mirror
1	X		Clock
1	X		TV/Multimedia Cabinet (refer to general considerations)
	X		Built-ins (refer to special considerations)

**IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED**

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - Refer to the HVAC System Design Requirements for the SDPBC for specific requirements.

- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** – As required to meet District Standards.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** – As required to meet District Standards.
- G. **Windows** - As required to meet District Standards. Two observation windows shall be located between the combined storage spaces and the laboratories. Window panes shall be narrow enough to prevent entry and shall be tinted and equipped with closable, dark shades so that reflection on computer screens may be controlled.
- H. **Doors** – As required to meet District Standards.
- I. **Water/Plumbing Fixtures** - As required to meet District Standards. Provide single sink with goose neck faucet (HW/CW) in shared teacher planning.
- J. **Communications** – As required to meet District Standards. Provide three (3) phone jacks in shared storage space for outside phone line, modem and fax. Each business technology education lab shall have CAT 5 cabling for 30 computers. The shared storage spaces shall have CAT 5 cabling for 4 computers in each area.
- K. **Electrical** - As required to meet District Standards. Shall be equipped with a master toggle switch (with red light power indicator) to control current into the adjacent classroom. Shared storage spaces shall be cabled for three additional network hookups
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards. Security mirrors for student observation shall be installed in every lab.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards. The business education area shall be reasonably accessible to a loading area.
- Q. **Parking** - As required to meet District Standards. It is desirable that the business education area be located in close proximity to student parking

DRAFT – Scheduled for March 05' Board Meeting  
because of its heavy population in evening and community programs.

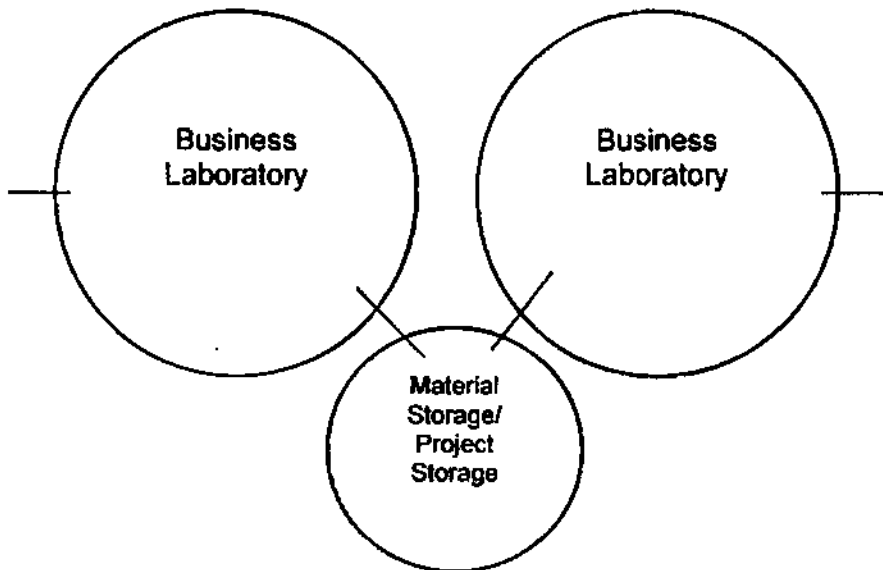
**R. Built-ins**

1. Provide base cabinet with doors, lockable and adjustable shelves, 34"H, with sink and upper cabinets with doors, lockable and adjustable shelves.
2. Provide built-in bookcase, 5'L x 15"D x 40"H with adjustable shelves.
3. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall

- S. Other Considerations** - Business Technology Education laboratories shall be located near all other vocational areas. Business laboratories shall face to the interior of the campus or shall be located on the second floor to reduce risk of theft.

DRAFT – Scheduled for March 05' Board Meeting  
**SPATIAL RELATIONSHIPS**

**Career Education  
Business**





**FACILITY SPACE SUMMARY**

Okechee Middle School

Addition

Grades: 6 - 8

Existing CSR Student Stations: 1,208

New CSR Student Stations: 286

New CSR Program Student Stations: 168

Total CSR Student Stations: 1,662

Utilization Factor: 90%

FISH Capacity: 1,496

Program Capacity: 1,522

09/10 Projected Enrollment: 1268

Facility Area	Net Student Stations		Net Assign S.F.	
	CSR	Program	CSR	Program
<b>FACILITIES LIST DUE TO CLASS SIZE REDUCTION</b>				
Administrative/Student Services			1,100	
General Classrooms	220		9,000	
Science	66		3,100	
Custodial			315	
Student Restroom			429	
Staff Restroom			114	
<b>FACILITIES LIST DUE TO PROGRAMS</b>				
Exceptional Student Education		10		3,524
General Classrooms		88		3,600
Skills Development Laboratory		22		900
Business Education		48		3,250
Custodial				185
Golf Cart Storage				300
Student Restroom				252
Staff Restroom				67
Teacher Planning				400
<b>Total Student Stations</b>	<b>286</b>	<b>168</b>		
<b>Total NASF</b>			<b>14,058</b>	<b>12,478</b>
<b>Mechanical @ 6%</b>			843	749
<b>Total Net Sq. ft.</b>			<b>14,901</b>	<b>13,227</b>
<b>Circulation, walls etc. @ 32%</b>			4,768	4,233
<b>Total Gross Sq. Ft.</b>			<b>19,669</b>	<b>17,460</b>