

HIGH SCHOOL HOUSE ADMINISTRATION

New Construction

I. PROGRAM PHILOSOPHY

High school students are at a stage in their lives during which many decisions will be made that have long-range impact on the quality of their lives. It is during this period that they need guidance to discuss personal problems and educational choices. It is to meet this need that house administration services exist at the modern high school.

II. PROGRAM GOALS

To provide over site and development for both students and teachers.

To provide individual and group counseling to students and teachers.

To consult with parents and the instructional staff.

To coordinate special services and programs needed by some students.

III. PROGRAM ACTIVITIES

Some program activities take place in other areas of the school; for example, standardized testing, disseminating information to large groups, developmental guidance in seminars, and preliminary academic advising.

Within the house administration area, the following activities take place; individual counseling for both students and teachers, conferences, small group counseling, parent conferences and team staffing.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher – Student Ratio	N/A
Student Capacity per Period	N/A
Total No. of Teachers	N/A
Total No. of Aides	N/A (if applicable)
Grade Levels or Age Levels for Which Program is Intended	9 - 12
Hours per Day Space Will Be Used	all day

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES N/A

VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST N/A

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VII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

* Shown on drawings

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment</u>
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ASSISTANT PRINCIPALS' OFFICE (EACH)

*1	Executive desk
*1	Executive chair
*1	Bookcase
*4	Guest chairs
*2	Four-Drawer file cabinets, legal
1	Calculator
1	Wastebasket
2	In-and-Out tray
*1	Table
1	Computer and printer

RECEPTION AREA (EACH)

*1	Desk, secretary
1	Rolling chair, secretary
1	Computer
*1	Bookcase, 4' wide x 12" deep x 36" tall
2	Four-Drawer Fireproof File Cabinets with Locks, Legal
4	Adult chairs, cushioned
1	Printer

VIII. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Administration and Student Services – controlled separately.

- Acoustics

Assistant Principals' offices and Reception Area shall be acoustically isolated.

- Plumbing

Chilled water fountain in reception area.

All drinking fountains inside buildings shall be electric water-coolers

- Electrical

220 Volt/30 Amp service in administrative work area for copier.

Electrical to meet computer needs.

Minimum of three 110 duplex outlets in each Assistant Principals' office and each reception area

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VIII. SPECIAL CONSIDERATIONS (continued)

- Parking

4 Assistant Principal

4 Reception staff

6-10 available for parents

- Built-in Cabinetry

- A. Built-in work counter

Reception area – one counter – plastic laminated, 36" high x 6' long x 24" deep
shelving with lock, built-in below

- B. Built-in cabinets/shelving

Storage – shelving, with lock, 36" high x 10' long x 24" deep.

Shelving in each guidance office, each itinerant office, career room – open for books
and display, floor to 36" high x 48" long x 12" deep.

- C. Built-in Instructional Aids

One tackboard in each assistant principal's office – 3' high x 4' long mounted with
bottom rail 3' above floor

Reception area tackboard – one, 4' high x 10' long mounted with bottom rail 3' above
floor