

# MIDDLE SCHOOL ADMINISTRATION

## DESCRIPTION

The Administration Space for middle schools functions primarily as the single point of entry for all visitors to the school. It will accommodate all interactions between students, parents, and administrative staff. The lobby space should be large, welcoming, and comfortable for administration staff to work with parents on registration, absences, the wellness office or other interactions. Administrative support offices should be within a secured area separated from the lobby by the administrative staff.

## ACTIVITIES

Within the middle school Administration Office is student registration, communication regarding absences, school-wide practices, official documents and paperwork, meetings with parents, and entry for visitors. The administration offices protect private information and conversations while also providing a warm and safe entry to the rest of the school.

**Space Type:** Middle School Administration

**Space Uses:** Office, School Entry

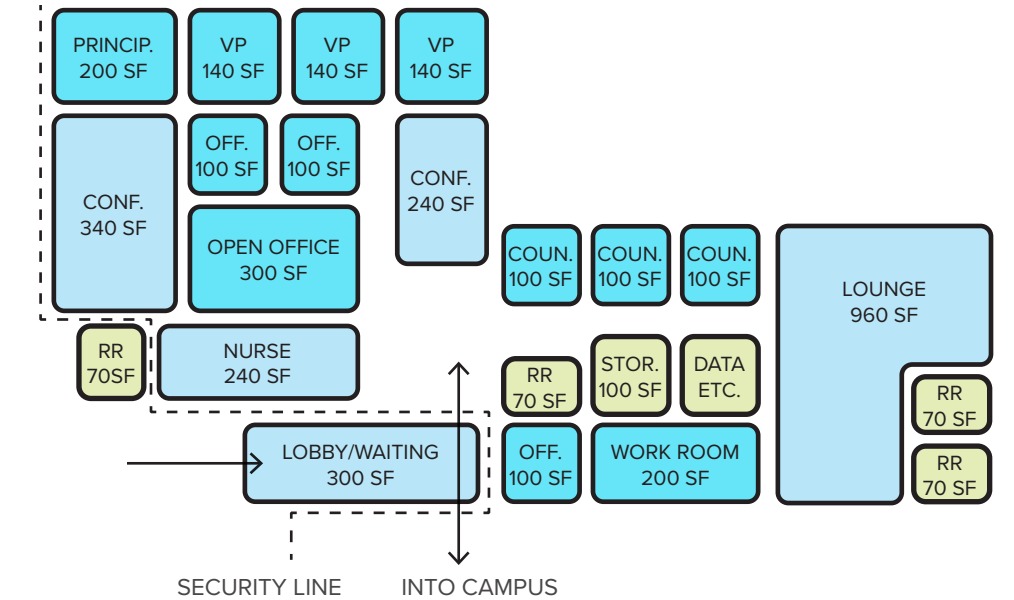
**Occupants:** Principal, Vice Principal(s), Office Manager(s), Office Technician, Counselor(s), Health Assistant, Parents, Students

**Desired Adjacencies:** Various

**Graphic Key**

→ Into Campus

- - - Security Line



Dickinson Middle School - Dickinson, ND

Space Characteristics	Technology	Special Considerations	Building Systems	Sustainability
<ul style="list-style-type: none"> <li>Resilient flooring (concrete acceptable)</li> <li>Acoustic ceiling tile (ACT)</li> <li>Displays for student work</li> <li>Visual Connection to the outdoors</li> <li>Mix of private office rooms and open work stations to serve parents and students</li> </ul>	<ul style="list-style-type: none"> <li>Telephone/intercom handset, VOIP</li> <li>Data outlets for local area network connection</li> <li>Wireless connectivity throughout</li> <li>Bandwidth for one-to-one ratio</li> <li>One or more 42inch monitors (minimum)</li> <li>Security cameras</li> </ul>	<ul style="list-style-type: none"> <li>Comfortable furniture for waiting space</li> <li>Portable technology</li> <li>Acoustic considerations for space uses which may be disruptive to adjacent spaces</li> <li>Safe</li> </ul>	<ul style="list-style-type: none"> <li>HVAC connected to district's EMS system</li> <li>Room temperature control</li> </ul>	<ul style="list-style-type: none"> <li>Daylighting</li> <li>Indirect LED light fixtures</li> <li>Installation of Bio Phase-Change Material above ceiling grid</li> <li>Low VOC-emitting materials</li> <li>Connection to curriculum (visual display, sustainability features labeled, etc.)</li> <li>Locally sourced, durable, low (no) maintenance materials</li> </ul>