Miscellaneous Offices

School Type: E M H
K 1 2 3 4 5 6 7 8 9 10 11 12

Functional Area Descriptions

These offices support administrative functions, but are distinct from the administration/welcome center due to their specialized needs. Specific requirements and adjacencies are described below.

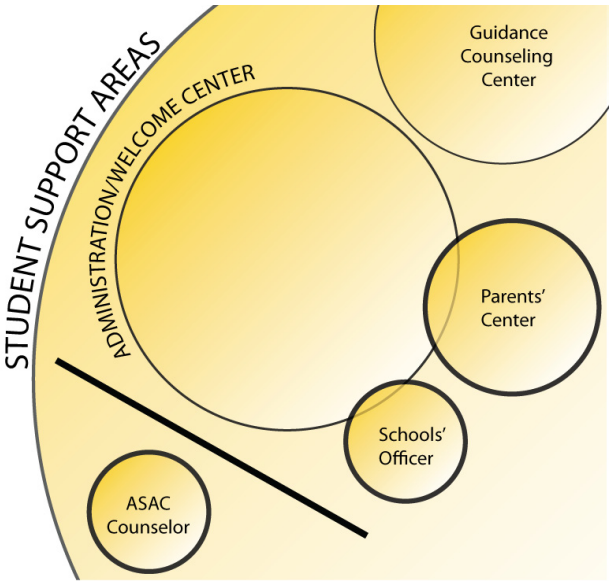
1 Itinerant Office

The itinerant office is a workspace for educators or other personnel visiting or working at the school on a short-term or irregular basis. Provide a small, one-person office area with space for small group meetings. Generally, one itinerant office shall be provided at each school. In special circumstances, districts are spread over large geographical areas, additional itinerant offices may be authorized by the district superintendant. This room has no special adjacency needs.

2 Schools Officer Office

The schools officer is employed by the military installation's commander and functions as a liaison between the school and community. This officer deals with school discipline from the perspective of the military installation and is not responsible for controlling access and emergencies for the school. The schools officer office should be located near the administration/welcome center.

Adjacency Diagram



Planning Requirements

	Area Description	SF	M^2	Notes
Miscellaneous Offices				
1	**Itinerant Office**	150	14	
2	**Schools Officer**	150	14	
3	**Alchohol and Substance Abuse Counselor (ASAC)**	150	14	Only at middle and high schools
4	**Parents' Center**	200	19	
	Total	**650**	**60**	

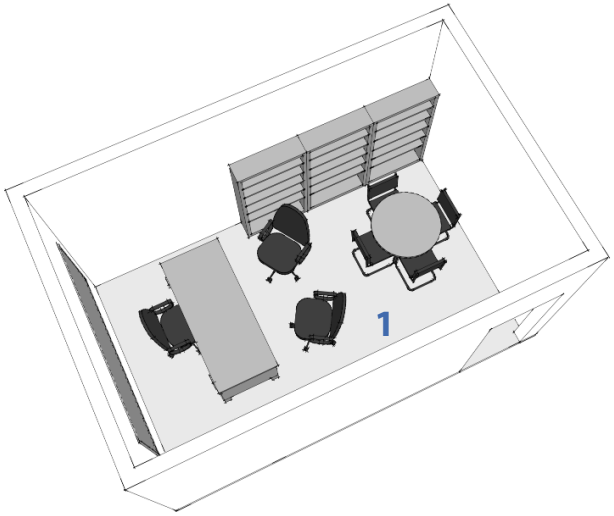
3 Alcohol and Substance Abuse Counselor (ASAC) Office

The office provides space for counseling students at risk of abuse problems. The room should provide a quiet, private space for a counselor to speak one-on-one with a student. The room should also accommodate small group sessions. This space should be located away from administrative and guidance offices, but be readily accessible to students. Provide furniture that is easily movable for students to arrange for a comfortable relationship with the counselor.

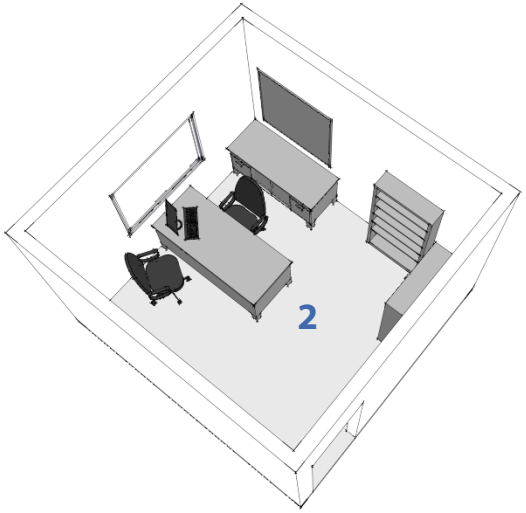
4 Parents' Center

The parents' center serves as a central parent volunteer office. Provide shelving and space for a file cabinet for volunteer materials and files. Provide a table and chairs for four to six people; a desk is not required. The room should be located near the administration/welcome center for easy access for parents and volunteers. Note that parents will use space provided within the neighborhoods for their volunteer activities.

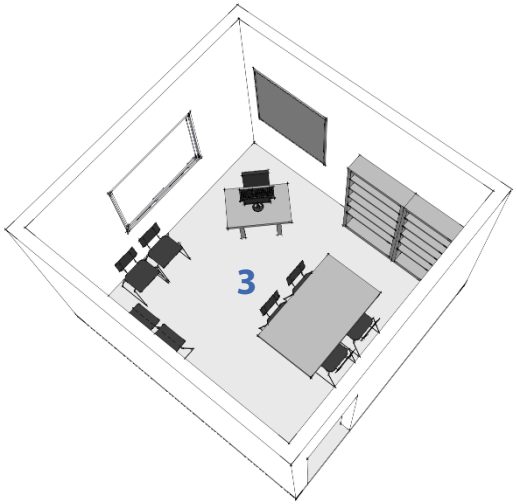
NOTE: Images shown are intended to provide real-world examples and spark design creativity.



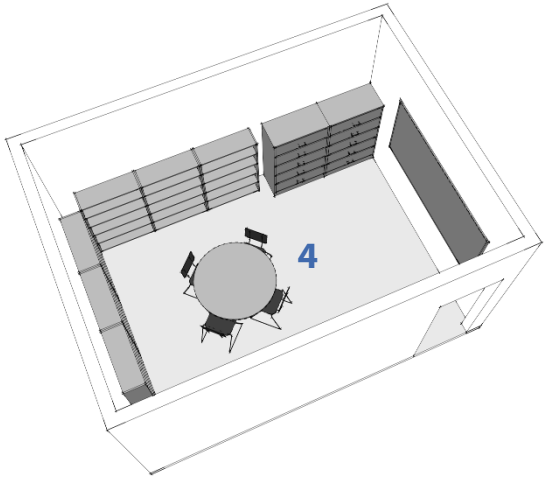
Itinerant Office Concept Perspective



School's Officer Office Concept Perspective



ASAC Office Concept Perspective



Parents' Center Concept Perspective