# Educational Specification

*Jefferson School District*

**January 3, 2020**

# TABLE OF CONTENTS


01 Acknowledgments 2

02 Introduction 3

03 Background and Purpose of Educational Specifications 4

04 Project Description 5

05 Educational Approach 6

06 Site and Building Design Considerations 7

07 Spatial Requirements 9

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**Board Approved** _____

## JEFFERSON SCHOOL DISTRICT PROFILE

The **Jefferson School District** was formed in 1870, it is located in south Tracy in San Joaquin County. The District provides services to approximately 2,300 students in grades kindergarten through eighth and operates four campuses.

- Anthony Traina School opened in 2006 – Grades K-8
- Jefferson School first built 1878, built on current site 1929, reconstructed 2016 – Grades 5-8
- Monticello School opened in 1991 – Grades K-4
- Tom Hawkins School opened in 2002 – Grades K-8

The District's Mission, Vision, Core Values and Goals were guiding factors in the preparation of this educational specification. Educational philosophy of the Norris School District is built on the following principles:

**MISSION STATEMENT:** We take collective responsibility for ensuring all students achieve at high levels.

**VISION:** We want to be a collaborative, interdependent school district, focused on student learning to meet the mission of the **Jefferson School District**. We envision a district in which staff:

- Demonstrate an unwavering commitment to developing the whole child (Whole Child).
- Seek and implement research-based strategies for improving student learning on a continual basis (Research-based)
- Monitor each student's progress and ensure mastery of all essential standards (Ensure Mastery)

## CORE VALUES:

- We believe the best interest of students shall come first in our decision making as a district.
- We believe that all student can master the essential standards given individualized support and time.
- We believe that a quality education is well rounded in academics, performing arts, extra-curricular activities, and social emotional skills.
- We believe the best education is provided with a fully engaged community.
- We believe the District is a desirable work place where people are valued, respected and challenged.
- We believe we are responsible to ensure a safe environment for our students, staff and families.

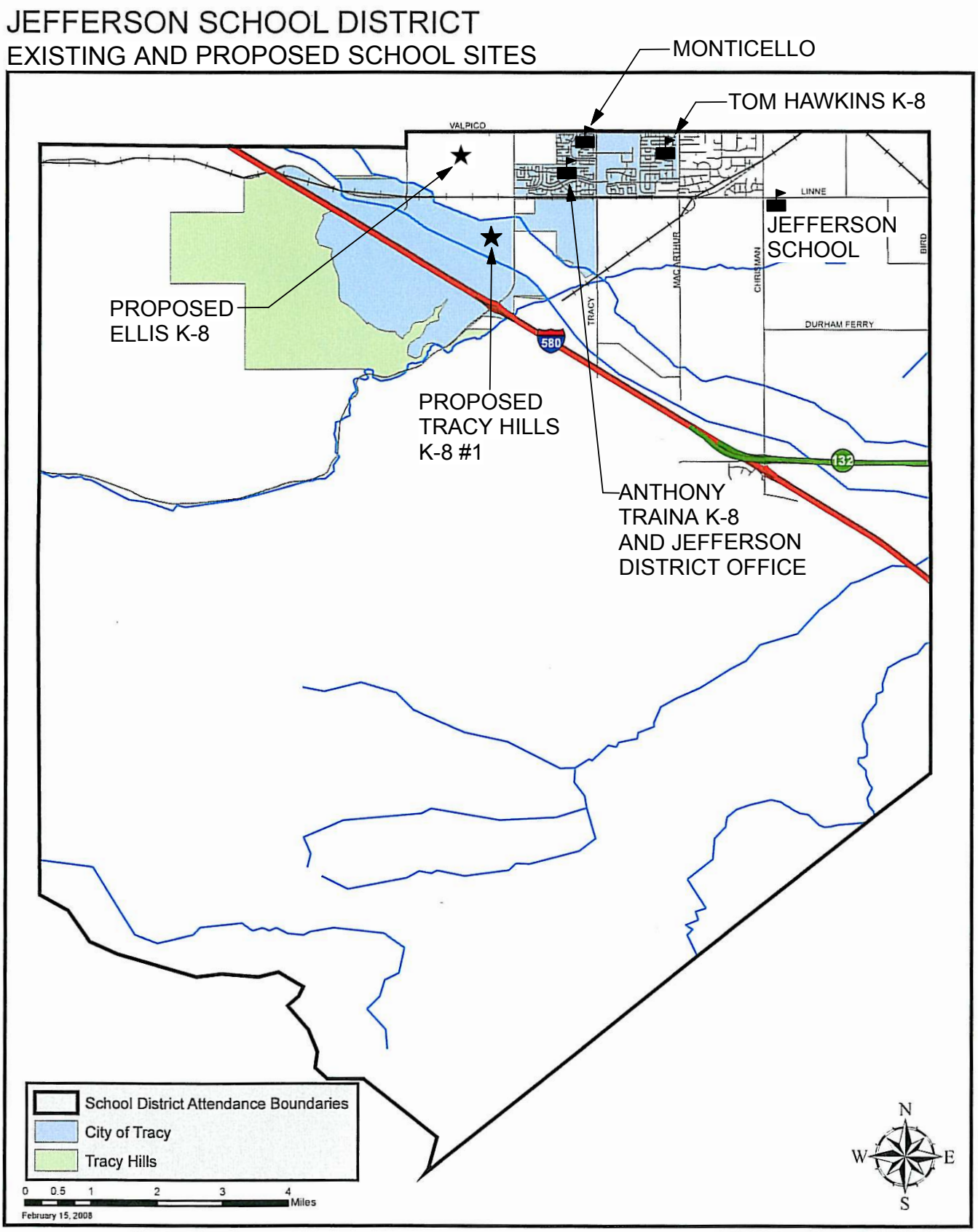
## GOALS:

1. **Pupil Outcomes**
   Ensure that all students are college and career ready by providing rigorous, relevant, and differentiated instruction that academically challenges all students and develops leadership, and innovative thinking.

2. **Pupil Engagement**
   Foster positive relationships between staff, students, parents and the community as part of a successful learning environment.

3. **Conditions of Learning**
   Provide highly qualified staff, standards aligned curriculum, up to date technology, and modern school facilities that are maintained in good repair.

*LEARNING TODAY...LEADING TOMORROW.*


JEFFERSON SCHOOL DISTRICT
EXISTING AND PROPOSED SCHOOL SITES
MONTICELLO
TOM HAWKINS K-8
VALPICO
LINNE
JEFFERSON SCHOOL
BIRD
MACARTHUR
CHRISMAN
TRACY
DURHAM FERRY
580
132
PROPOSED ELLIS K-8
PROPOSED TRACY HILLS K-8 #1
ANTHONY TRAINA K-8 AND JEFFERSON DISTRICT OFFICE
School District Attendance Boundaries
City of Tracy
Tracy Hills
0 0.5 1 2 3 4 Miles
February 15, 2008
N
W
E
S

# BACKGROUND AND PURPOSE OF EDUCATIONAL SPECIFICATIONS

In 1994, California Department of Education (CDE) formalized regulations governing the standards for the design and construction of new school facilities. These standards include the requirement for the submittal of educational specifications (see California Code of Regulations, Title 5, section 14034). The requirements are delineated in the Education Code section 39101 (c) and Title 5, Section 14030 (a). as follows:

Educational specifications for school design shall be prepared based on the district's goals, objectives, policies, and community input that determine the educational program and define the following:

- Enrollment of the school and the grade level configuration
- Emphasis in curriculum content or teaching methodology that influences school design.
- Type, number, size, function, special characteristics of each space and spatial relationships of the instructional area that are consistent with the educational program.
- Community functions that may affect the school design.

As of July 1, 2009, CDE requires a Plan Summary form for those projects applying for new construction funds from the State Allocation Board for a new school or additions to an existing school. Effective July 2010, all Educational Specifications need to be approved by the District's governing Board and submitted to CDE as part of the application for funding.

## FUTURE TK-8 SCHOOLS

The District proposes to develop two new schools designed for approximately 850 students in grades TK through 8, within approximately 70,000 square feet of building area.

The schools are sited within the master planned developments of Tracy Hills and Ellis. The timing of delivery of each school is dependent upon the rate of residential development.

The new TK-8 schools will be designed to include approximately 31 standard classrooms, 1 science classroom, 2 special education classrooms, 1 music classroom, 1 flex lab, 3 physical education classrooms, administration, multi-purpose/food service, library and gymnasium. Site master planning should take into consideration the potential for on-site day care facilities.

On December 11, 2018 the Board of Education took action to name the school within the Tracy Hills development **Corral Hollow Elementary School**. In accordance with Board Policy the school was named after the geographic area in which the school is located. The school site is located near the entrance of Corral Hollow Canyon, which holds a significant place in the region's coal mining, gold mining and agricultural history. The site is approximately 14-acres, located on Coriander Street (west of Corral Hollow, south of the California Aqueduct, south of Linne Road) in the City of Tracy.

# 04 | Project Description

On January 15, 2019, the Board of Education took action to name the school within the Ellis development **Franklyn Cole Elementary School**. In accordance with Board Policy, the school was named after an individual who made outstanding contributions to the county or community. Mr. Franklyn Cole served the Jefferson Board of Trustees for over thirty years. The **Franklyn Cole Elementary School** site is approximately 16-acres, located on Ellis Town Drive (west of Corral Hollow, south of Valpico Road).

# EDUCATIONAL APPROACH

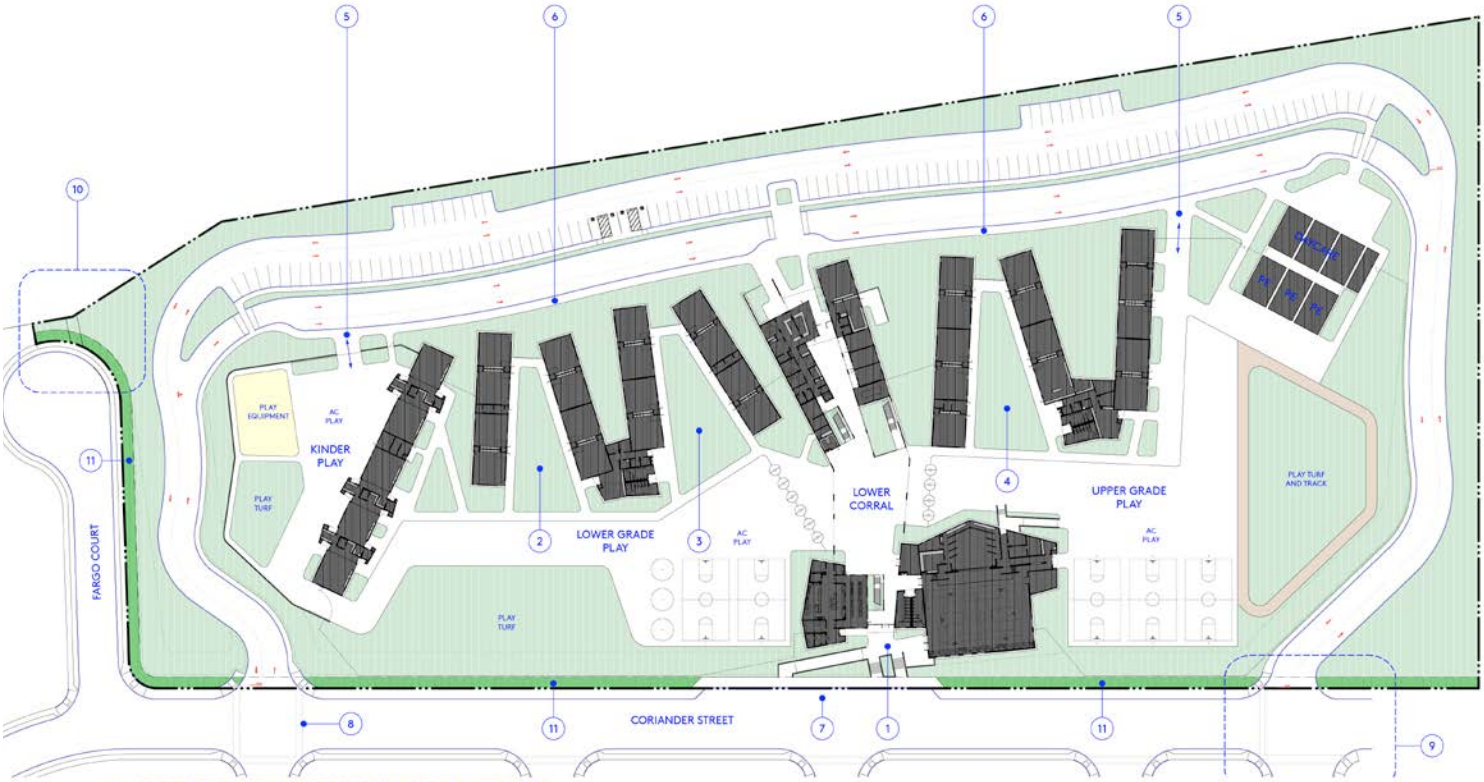
**Jefferson School District's** approach is to design TK-8 schools that will provide students from all types of socio-economic backgrounds a well-rounded education using the most current teaching and technological resources. The schools will serve as community learning centers, encouraging parent involvement.

## SITE PLANNING CONSIDERATIONS

The design of ingress and egress points within and around the campus will address separation of parent drop-off, bus drop-off and parking for staff and visitors.

Access to the campuses should be through a controlled entry point. All instructional areas, including outdoor learning areas, should be secured within the confines of the campus. The perimeter of the campus should be surrounded by fencing. Where possible, the building surfaces should be used as barriers to public access.

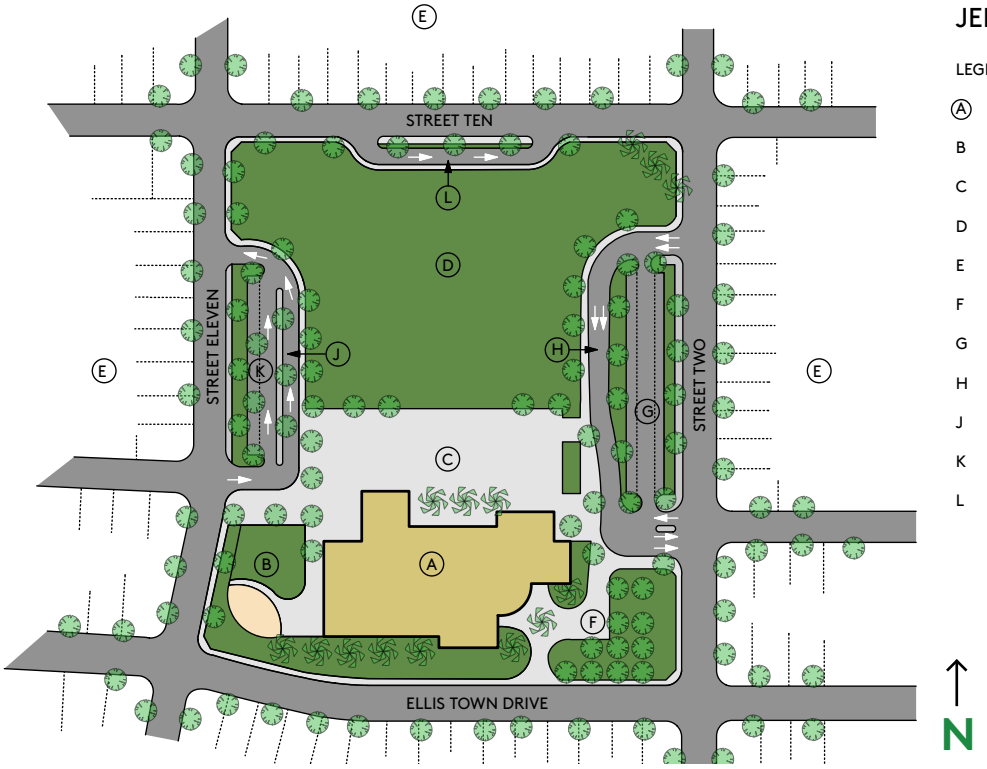
**Corral Hollow Elementary School** site is located at the north east corner of Coriander Street and Fargo Court. The site is bound by the California Aqueduct to the north, future residential to the south and west and future commercial development to the east. Access to the school site will be taken off of Coriander Street creating extensive on-site drop-off and parking.




1. DEVELOP "TIERED" ENTRY COURT FOR FOOD SERVICE DELIVERY, AFTER HOURS COMMUNITY GYMNASIUM ACCESS AND POTENTIAL STUDENT /STAFF DAILY ACCESS.
2. DEVELOP GRADES 1-2 EXTERIOR LEARNING COURT.
3. DEVELOP GRADES 3-4 EXTERIOR LEARNING COURT.
4. DEVELOP GRADES 5-8 EXTERIOR LEARNING COURT.
5. DEVELOP EMERGENCY VEHICLE ACCESS ( POTENTIAL STUDENT ACCESS ).
6. DEVELOP STUDENT PICK UP AND WAITING AREAS.
7. DEVELOP POTENTIAL FOOD SERVICE DELIVERY / BUS PULL OUT LANE.
8. DEVELOP A CDE APPROVABLE "OFFSITE" STUDENT SAFE ACCESS CROSSWALKS.
9. RESOLVE POTENTIAL INTERSECTION RE-CONFIGURATION.
10. RESOLVE POTENTIAL PROPERTY LINE ADJUSTMENT.
11. "PUBLIC UTILITY EASEMENT" (NO DEVELOPMENT/GRADE CHANGE ALLOWED).

# 06 Site and Building Design Considerations

**Franklyn Cole Elementary School** site is bound by streets and future residential housing on all four sides. Ellis Town Drive on the south, Street 10 on the North, Street 11 on the west and Street 2 on the east. Access to the school site will be dispersed on 2 or 3 of the streets to address separation of parent drop-off, bus drop-off and parking. No vehicular access to the school site should be planned off of Ellis Town Drive.




POTENTIAL ELEMENTARY SCHOOL SITE LAYOUT
THE GARDENS DEVELOPMENT
JEFFERSON SCHOOL DISTRICT

LEGEND

| | |
|---|---|
| A | ELEMENTARY SCHOOL BUILDING |
| B | KINDERGARTEN PLAY AREA |
| C | PAVED PLAY COURTS/ETC. |
| D | TURF PLAY FIELDS |
| E | PLANNED RESIDENTIAL DEVELOPMENT |
| F | ENTRANCE PLAZA |
| G | PARKING APPROXIMATELY 90 |
| H | DROP OFF/PICK-UP 2 LANES |
| J | PRIMARY DROP-OFF/ BUS LOOP |
| K | PARKING - APPROXIMATELY 35 |
| L | UPPER GRADE DROP OFF/PICK-UP |

## BUILDING DESIGN CONSIDERATIONS

The TK-8 campuses will be separated into distinct areas of the campus, kindergarten, elementary and upper grades. All students will use the core facilities including the multipurpose room, lunch court, library/media center and gymnasium. The school will have a central administration office at the entry of the school. Individual playground/field spaces will be identified for kindergarten, elementary and upper grade levels. The kindergarten classrooms will be adjacent to their playground area and the parent drop-off area to allow for easy access.

# SPATIAL REQUIREMENTS

The spatial requirements for the educational program are summarized as follows:

## ADMINISTRATION

The administration building will serve as the public entry facility and security screen for the campus. It should be located to be easily accessible from the parking lot and classroom buildings. It will house the principal, assistant principal, health, staff workroom, staff lounge, and conference space.

## GENERAL CLASSROOMS:

The standard classrooms should be a minimum of 960 square feet. Classrooms shall be flexible in order to support a variety of instructional activities including active and passive spaces for individual work, large group and small group learning. The space will support an interdisciplinary, learner-centered instructional approach with full integration of technology. Water and sinks should be provided in each classroom.

## KINDERGARTEN CLASSROOMS

Kindergarten classrooms should be a minimum of 1,350 square feet including restroom, teacher work areas and storage.

The restrooms should be contained within the classroom or within the complex of rooms being used as Kindergarten classrooms. Water and sinks should be provided in each Kindergarten classroom. Storage spaces, casework, and learning stations should be designed to allow easy access by the teacher and students while in the classroom. Windows, marking boards, sinks, drinking fountains and furniture should be the appropriate height to accommodate Kindergarten age students. The Kindergarten classrooms should be located near the area designated for parent drop-off.

## SPECIAL EDUCATION

The District will promote and follow, where possible, the inclusion model of delivery for special needs students. This model allows for identified special needs students to be served in regular education settings and receive support from the special education teacher. Special education teachers may provide this service in the context of the regular classroom or pull out special needs students for support. Resource teachers may also provide academic support for the general education student. Special education support spaces shall include a classroom for the resource specialist, small group instruction, speech and language pathologist, psychologist office, conference room, storage and technology consistent with standard classrooms.

## OUTDOOR TEACHING SPACES

Outdoor teaching spaces were discussed and encouraged. Concern surrounding the outdoor environments was adequate shade and protection from wind. During design, this will be addressed, the goal is to deliver multiple outdoor teaching spaces.

## LIBRARY/MEDIA CENTER

One library/media center will serve the entire TK-8 student population. Preferably, the center will be centrally located to provide convenient access by all students. The center will house the general collection of books and other media materials. Individual work space and larger collaboration spaces should be provided for students and staff. Furniture and organized zones within the library media center should accommodate all age groups enrolled in the school.

## FLEXIBLE LAB/CLASSROOM

One flexible lab classroom shall be provided to serve the TK-8 student population. The flexible space should be a minimum of 960 square feet and be located near the library. It is envisioned that this space will be utilized for collaborate learning.

## PHYSICAL EDUCATION

All students will participate in a physical education program. Students will not "dress out" for physical education; instruction will be supervised by physical education teachers. Three Physical Education classrooms of at least 960 square feet shall be included in the design. Classroom technology shall be the same as standard classrooms. Physical education will take place in designated classrooms, on hard court play areas, turf/field areas and in the gymnasium.

## PLAY SPACES

Separate play areas will be identified to serve Kindergarten, elementary and upper grades. These spaces should include one Kindergarten playground that is adjacent to the kindergarten classroom area and at least one playground for the elementary and upper, including paved court areas, a large field space and running track. Shade structures should be master planned for use by physical education.

The playground for Kindergarten should include equipment appropriate for large motor skill development and meet applicable safety standards. The location and design of this area should allow for effective supervision by the classroom instructor.

The playgrounds for the elementary grades should include hard courts suited for individual and group play activities, i.e. tetherball, foursquare, basketball, volleyball, and handball. Field space should accommodate a running track and large group activities such as soccer, softball, and baseball. Lines of sight on the playground areas should allow for effective supervision

## FINE ARTS

Art instruction will be provided in the general classroom by the multiple subject teacher. Access to water and power is desirable.

Music instruction will be provided in a dedicated music classroom that should be adjacent to the gymnasium and/or multipurpose room. Access to water and power is desirable.

Adequate storage should be provided for specialized equipment needed to support programs in the fine arts.

## MULTIPURPOSE ROOM AND FOOD SERVICE

One large multi-purpose facility should accommodate food service and provide for a protected lunch area. The food service facility should include a preparation kitchen, food service lines an indoor eating area and/or an outdoor eating area that is protected from sun and wind.

## GYMNASIUM

A gymnasium of approximately 12,000 square feet, to serve the student population shall be included. The gymnasium should act as a multi-use facility that can accommodate physical education, provide courts for basketball and volleyball/badminton. It should Include a stage and be able to accommodate small and large group school performances and community meetings. The gymnasium should be located on the site so that it is easily accessible after school hours for joint-use opportunities.

## BEFORE AND AFTER SCHOOL CARE

The District does not currently provide for before and after school care, however site master planning should consider potential placement of relocatable classrooms to accommodate this program should the District provide this program in the future.

## EDUCATIONAL PROGRAM SUMMARY
*(Corral Hollow Elementary School)*

## PROJECT PLANNING MEETING
*May 13, 2019*
Attendees: JSD: Jim Bridges, PJHM: Ken Podany, Char Yarnall

**EDUCATIONAL PROGRAM:** TK/K - 8, TK/K, Elementary grades = 1-4, Middle School grades = 5-8

**PLANNING CONCEPTS:**
**Study Options:** 2 story vs 1, courtyard school, interior ciruclation vs exterior, village concepts

**Potential Phasing:** **Phase 1A:** Approx. 50,000 sf (capacity for 650 students) + Admin, MPR, Library
**Phase 1B:** Approx. 10,000 sf Gymnasium
**Phase 2:** Approx. 10,000 sf (capacity for 200 students)

**MASTER PLANNED STUDENT CAPACITY:** 850 students

**APPROXIMATE SQUARE FOOTAGE:** 70,000 sf

**SCHEDULE:** School Opening August 2022

**SITE INFORMATION:** 14-acres - located west of Corral Hollow, South of Linne Road

**CLASSROOM COUNT:** 39 Classrooms: (5) TK/K, (12) 1st-3rd, (9) 4th-6th, (5) 7th-8th, (1) Science, (2) SDC, (1) Music, (1) Flex Lab, (3) PE (relos),

**DAY CARE:** 3 Rooms for before/after school (confirm # of rooms required)

**PRELIMINARY PROGRAMMATIC SPACE MATRIX:**

| FUNCTION | CDE RECOMMENDED SQUARE FOOTAGE | DISTRICT DESIRED SQUARE FOOTAGE | COMMENTS |
|---|---|---|---|
| **ADMINISTRATION:** | 2,550 | Use JES as example of desired square footages | |
| Reception/Office Staff | | | 3 Workstations (1 teacher assistant, 2 adult) |
| Principal | | | |
| Vice Principal | | | |
| Principal/VP Conference Room | | | locate between Principal & VP offices (no longer required. Conference space will be provided elsewhere on the campus) |
| 2 Conference Rooms | | 250 | larger than JES |
| Student Waiting Area | | | |

| FUNCTION | CDE RECOMMENDED SQUARE FOOTAGE | DISTRICT DESIRED SQUARE FOOTAGE | COMMENTS |
|---|---|---|---|
| Health | | | visible by office staff |
| Staff Workroom | | | could be smaller than JES |
| Teacher Lounge | | 960 | locate in admin |
| Parent Workroom | | | not required |
| Staff Restrooms | | | |
| Lead Custodian | | | |
| Storage | | | |
| Psychologist | | 200 | Psychologist and Counselor each need a space |
| Counselor | 960 | 200 | |
| Speech | 1,200 | 200 | |
| EL Office | 960 | approx. 400 | |
| **Classrooms:** | | | |
| Standard Classrooms | 960 | 960 | Provide sinks in ea CR |
| Kindergarten | 1,350 | 1,350 | Full Day (1 TK, 4 Kinder) |
| Science | 1,300 | 1,300 | Casework to be perimeter only with sinks. District will utilize modular furniture to create peninsula workstations |
| Music | 960 | 2,000 | Attached to Gym. Clarify stage/music room configuration |
| PE Classroom | 960 | 960 | Provide in relocatables. |
| Art | 960 | | Not Required. Potential to share w/flex lab |
| Technology/Computer CR | 960 | | Not Required. Replaced w/flex lab |
| Flex Lab | 960 | 960 | Collaborative Learning/Professional Development |
| SDC Classroom | 960 | 960 | Mild/Moderate (potential to be Spec Ed hub ) |
| Resource Specialist (RSP) | 240 | 960 | Provide standard classroom. RSP teacher also teaches other clases. |
| Small group (ie. Testing) | | | Share with RSP and 1 SDC classroom |
| **Library /Media:** | | | |
| Library (incl workrm, office & storage | 3,405 | | Provide modular stacks in center. Built in at perimeter. |
| storage | | | |
| office | | | |
| **Multi-Purpose Room: Cafeteria/Food Services** | 5,000 | | 4 lunches. Size of MPR to provide for 400 students dining. |
| Covered lunch shelter | | | # of students = 250 seated |

| FUNCTION | CDE RECOMMENDED SQUARE FOOTAGE | DISTRICT DESIRED SQUARE FOOTAGE | COMMENTS |
|---|---|---|---|
| MPR | | | Pavilion Design / Will serve as cafeteria |
| **Gymnasium:** | | 11,510 | Similar in size to JES. Stage opening on long wall. Will be utilized for performances. Provide restrooms inside. |
| **Playground:** | | | |
| Kinder / Elem/Middle | | | Separate / supervisable |
| Hard Court | | | standard play courts |
| Regulation track | | | center use = soccer / open turf play |
| Covered shelter (for PE use) | | | master plan location |
| **Parking:** | Staff, Visitor, Kinder | | |
| **Bussing:** | Separate from parent drop-off. # of busses per day? | | |
| **Outdoor Learning Spaces:** | Provide for Gardens otherwise, there is not a strong desire for classrooms to open onto outdoor learning except, maybe at kinder. Will be explored further as planning proceeds. | | |
| **Outdoor Storage:** | | | As necessary to accommodate PE and play equipment. |
| **Energy:** | Solar - no. due to cost implications. | | |

**Minimum Essential Facilities:** The state's guidelines for minimum essential facilities at an elementary school are;
Multi-purpose (including food service): 5.3 sf per pupil – minimum 4,000 sf
School Administration: 3 sf per pupil – minimum 600 sf
Library/Media Center: 2.3 sf per pupil plus 600 sf

The state's guidelines for minimum essential facilities at a middle school are;
Multi-purpose (including food service): 5.3 sf per pupil – minimum 5,000 sf
School Administration: 3 sf per pupil – minimum 600 sf
Library/Media Center: 3.3 sf per pupil plus 600 sf
Gymnasium (incl. shower/locker): 12.9 sf per pupil - minimum 6,828 sf, max. 16,000 sf