

MIDDLE SCHOOL GUIDANCE (STUDENT PERSONNEL)

New Construction

I. PROGRAM PHILOSOPHY

Middle school students should be provided every opportunity to explore broadly, however feasible, those areas and experiences which lead to critical life-decisions later in their school career. The guidance program should assist the overall instructional program in developing the skills necessary for each student to explore career, education, and personal areas of interest.

II. PROGRAM GOALS

- To provide developmental career and educational choice experiences for all students.
- To provide individual and group counseling to selected students.
- To assist the staff in providing a variety of exploratory experiences.
- To help with staff-parent communications.
- To coordinate special programs and special services.

III. PROGRAM ACTIVITIES

Some program activities take place in other areas of the school; for example, standardized testing, dissemination of information, team staffing, developmental guidance in the classroom. Within the guidance offices, the following activities are primary: individual counseling and conferences, small group counseling (6-8 students), teacher conferences, parent conferences, data storage, and various itinerant services such as school psychology and school social work.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio:	NA
Student Capacity per Period:	NA
Total Number of Teachers:	3 Counselors
Total Number of Aides:	NA (If applicable)
Grade Levels or Age Levels for Which Program is intended:	6, 7 and 8
Hours Per Day Space Will Be Used:	All day

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

Guidance offices are dispersed within the three "houses" - not in proximity to each other.

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

NA

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VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on drawing

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
GUIDANCE OFFICE (EACH)		
	1	Junior Executive Desk (Wood Simulated Formica Finish including pull-out shelf
	1	Rolling Desk Chair, seat and back upholstered
	1	Masonite Floor Pad for Rolling Chair
	1	Legal, Four-Drawer, Fireproof File Cabinet with Lock
	1	5' x 8', One-Drawer, Fireproof File Cabinet
	2	Adult Chairs, upholstered seat and back with wooden arms
	3	Stackable Colored Plastic Chairs
RECEPTION AND SECRETARIAL AREA		
	2	Desks, Secretary
	2	Rolling Chairs, Secretary
	1	Bookcase
	4	Display Racks, slanted shelving
	4	Legal, Four-Drawer, Fireproof File Cabinets with Lock
	2	Tables, for books and magazines
	6	Adult Chairs, upholstered seat and back with wooden arms
STUDENT RECORDS		
	2	Tables, Small Trapezoidal
	6	Legal, Four-Drawer, Fireproof File Cabinets with Lock
	2	Display Racks, slanted shelving
ITINERANT OFFICE		
	2	Small Trapezoidal Tables
	6	16" Stackable Colored Plastic Chairs
CAREERS ROOM		
	4	Tables, Small Trapezoidal
	1	Legal, Four-Drawer, Fireproof File Cabinets with Lock
	14	16" Stackable Colored Plastic Chairs

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IX. SPECIAL CONSIDERATIONS

- Built-in Cabinetry

- A. Built-in work counter

Reception Area: 1 counter, plastic laminate, 36" high x 6'1" long x 24" deep, with lock, built in below.

Conference Room: 1 counter, plastic laminate

- B. Built-in cabinets/shelving

Student Records: Shelving, with locks, 36" high x 10'1" long x 24" deep

Each guidance office and itinerant office: Shelving, open for books and display, floor to 36" high x 48" long x 12" deep.

- C. Built-in Instructional Aids

Conference Area: Markerboard, 4' high x 10'1" long x bottom 3' from floor.

Reception area, each guidance office and itinerant office Tackboard, 3' x 4' bottom 3' from floor.

60" x 80" pull-down A. V. Screen

- Other Considerations

The space relationship schematic needs to be interpreted very flexibly since each guidance office is part of a "house" administrative area.