

## ELEMENTARY SCHOOL STUDENT PERSONNEL (GUIDANCE)

### New Construction

#### I. PROGRAM PHILOSOPHY

Elementary children should be consistently provided with opportunities for growth in the areas of self-awareness, self-understanding, effective peer relationships, and positive attitudes towards learning. The guidance program is designed to supplement the overall educational program by offering these opportunities to all children and more intensive help to those who require it.

#### II. PROGRAM GOALS

To provide developmental activities to all students in the classroom setting.

To provide individual and group counseling to selected students.

To consult with adults about student needs.

To coordinate special programs and special services.

#### III. PROGRAM ACTIVITIES

Student/Adult: Interviewing, testing, storytelling, counseling, role-playing, media viewing, tape-recording, telephoning, consulting, coordinating, referring, recordkeeping, storing, filing, leading student discussion groups and parent study groups.

The guidance office would be primarily for those occasions when privacy is required for dealing with a child, a small group of children, a teacher, or a parent. Secondly, it provides a work space for the counselor to plan, store materials and equipment, etc.

#### IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio

Student Capacity per Period

Total Number of Teachers: 1 Counselor

Total Number of Aides (If applicable):

Grade Levels or Age Levels for  
Which Program is intended: Prekindergarten - 5

Hours Per Day Space Will Be Used: All day

#### V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

NA

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

NA

**Melrose Elementary School Administration and Student Personnel (Guidance) - New Construction**

## VII. PROGRAM FACILITIES LIST

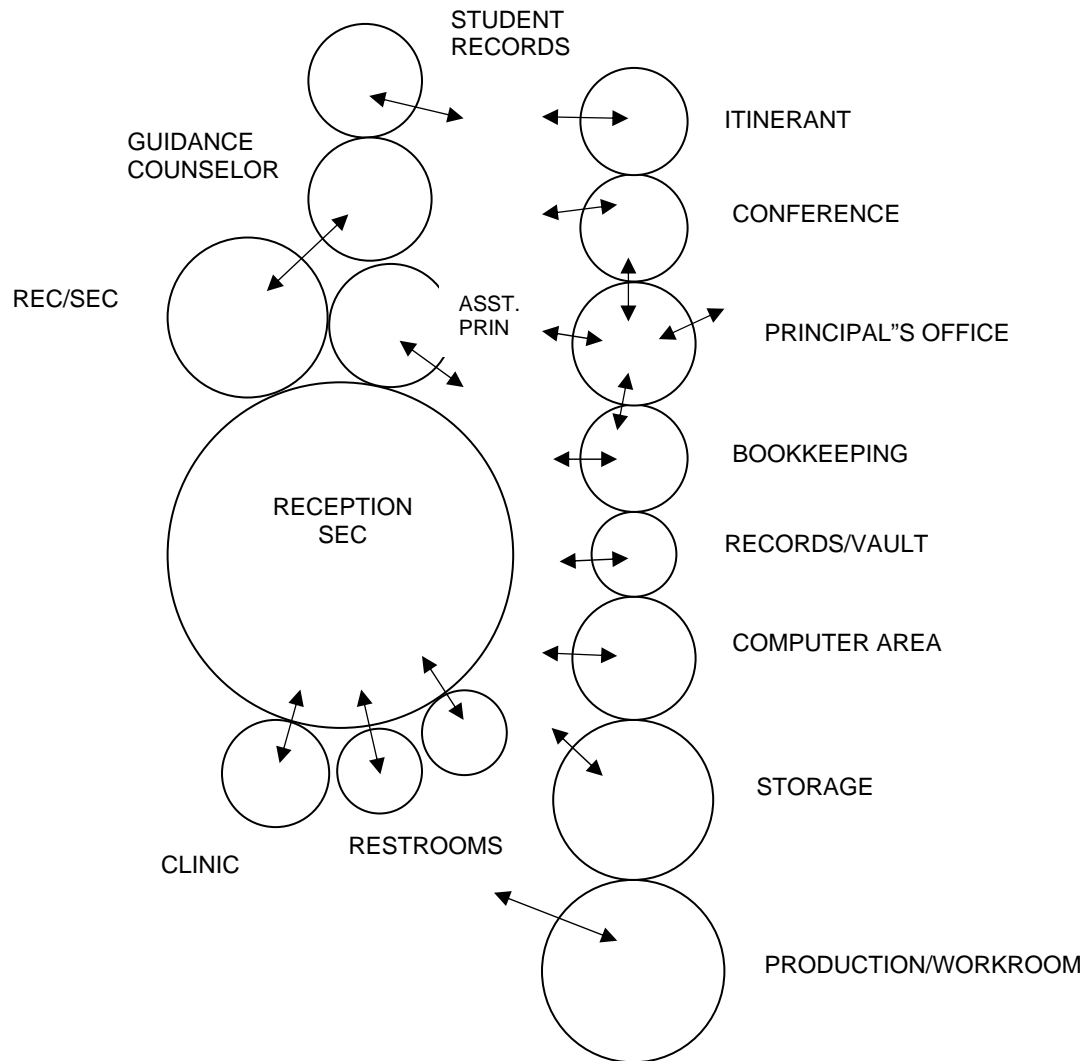
[illegible]

# ELEMENTARY SCHOOL STUDENT PERSONNEL (GUIDANCE)

New Construction

## SPACE RELATIONSHIPS

### Elementary Administration / Student Personnel



ELEMENTARY SCHOOL STUDENT PERSONNEL (GUIDANCE)

New Construction

VIII. 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 Needed</u>                                |
|---------------------------------------|------------------------|---|
| <b>GUIDANCE OFFICE</b>                |                        |   |
|                                       | 1                      | Storage Cabinet with Closed Space and Open Shelves                              |
|                                       | *1                     | Standard Table Desk   |
|                                       | 1                      | Standard Executive Swivel Chair with Padded Arms                                |
|                                       | 1                      | Standard Padded Conference Chair  |
|                                       | 2                      | 15" One-Piece Molded All-Purpose Chairs, Open in Back                           |
|                                       | *1                     | 25" Standard General Purpose Round Reading/Work Table, fixed legs, 36" diameter |
|                                       | 1                      | Four-Drawer Legal Filing Cabinet with Lock                                      |
|                                       | 1                      | Professional Quality Cassette Recorder  |
| <b>GUIDANCE RECEPTION/SECRETARIAL</b> |                        |   |
|                                       | 1                      | 16" Rocker with Arms  |
|                                       | 1                      | 14" Rocker with Arms  |
|                                       | 2                      | 30" x 46" Two-Sided Art Easels  |
|                                       | 1                      | Multi-Medium Mobile Table with Cabinet on Rollers                               |
|                                       | 1                      | Sound-Slide Filmstrip/Cassette Projector  |
|                                       | *#1                    | Gended Wall Projection Screen, 50" x 50"  |
|                                       | 6                      | 13" One-Piece Molded Chairs, opening in back                                    |
|                                       | 6                      | 15" One-Piece Molded Chairs, opening in back                                    |
|                                       | *2                     | 19" General Purpose Round Reading/Work Tables, 48" Diameter                     |
| <b>ITINERANT OFFICE</b>               |                        |   |
|                                       | *1                     | Standard Table Desk   |
|                                       | 1                      | Standard Executive Swivel Chair with Padded Arms                                |
|                                       | 1                      | Standard Padded Conference Chair  |
|                                       | 2                      | 15" One-Piece Molded All-Purpose Chairs, open in back                           |
| <b>STUDENT RECORDS</b>                |                        |   |
|                                       | 4                      | Four-Drawer Legal Filing Cabinets with Locks                                    |

## ELEMENTARY SCHOOL STUDENT PERSONNEL (GUIDANCE)

### New Construction

#### IX. SPECIAL CONSIDERATIONS

- Built-ins

- A. Built-in work counter

- Guidance reception/secretarial area - one counter, Formica covered, 8'L x 24"W (Height may vary) with adjustable shelving, built-in below, lockable.

- B. Built-in cabinets/shelving

- Student records - closed cabinet with lock, 36"H x 10'L x 24"D.

- Guidance office - shelving, open for books and display, floor to 36"H x 48"L x 12"D.

- C. Built-in Instructional Aids

- All teaching spaces to have minimum per S.R.E.F.