

## **HIGH SCHOOL GUIDANCE**

### **New Construction**

#### **I. PROGRAM PHILOSOPHY**

High school students are at a stage in their lives during which many decisions will be made that have long-range impact on the quality of their lives. It is during this period that they need someone to turn to discuss personal problems and educational and vocational choices. It is to meet this need that guidance services exist at the modern high school.

#### **II. PROGRAM GOALS**

To provide information and teach developmental skills in classroom seminars.

To provide individual and group counseling to selected students.

To consult with parents and the instructional staff.

To coordinate special services and programs needed by some students.

#### **III. PROGRAM ACTIVITIES**

Some program activities take place in other areas of the school; for example, standardized testing, disseminating information to large groups, developmental guidance in seminars, and preliminary academic advising.

Within the guidance suit itself, the following activities take place; individual counseling and conferences, small group counseling, teacher conferences, parent conferences, team staffing, data storage, career materials display, postsecondary education display, financial aid library, itinerant services such as school psychology, social work, etc.

#### **IV. ORGANIZATIONAL NOMENCLATURE**

Teacher – Student Ratio	N/A
Student Capacity per Period	N/A
Total No. of Teachers	7 Counselors
Total No. of Aides	N/A (if applicable)
Grade Levels or Age Levels for Which Program is Intended	9 - 12
Hours per Day Space Will Be Used	all day

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

It is likely that evening educational program for adults will require supportive counseling services. The guidance suite as designed for the day program should suffice in most respects. However, since an entirely different population is involved, data storage needs are multiplied and an adequate, separate space is desirable.

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

N/A

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#### VII. 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</u>
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#### **ASSISTANT PRINCIPALS' OFFICE**

*1	Executive desk
*1	Executive chair
*1	Bookcase
*4	Guest chairs
*2	Four-Drawer file cabinets, legal
1	Calculator
1	Wastebasket
2	In-and-Out tray
*1	Table
1	Computer and printer

#### **GUIDANCE OFFICE (EACH)**

*1	Teacher Desk (wood simulated Formica finish), including pull-out work shelf
1	Rolling desk chair, seat cushioned
1	Masonite floor pad for rolling chair
1	Four-Drawer Fireproof File Cabinet with Lock, Legal
1	5' x 8', One-Drawer Fireproof File Cabinet with Lock
3	Adult chairs, cushioned, standard
3	16" stackable colored plastic chairs
1	Computer
1	Printer

#### **RECEPTION AREA**

*1	Desk, secretary
1	Rolling chair, secretary
1	Computer
*1	Bookcase, 4' wide x 12" deep x 36" tall
2	Display racks, slanted shelving
2	Four-Drawer Fireproof File Cabinets with Locks, Legal
*2	Tables (for book and magazine display) 2' x 4'
4	Adult chairs, cushioned
1	Printer

#### **SECRETARIAL SPACE (DMT)**

*2	Secretary Desks
*2	Secretary rolling chairs
*2	Computers
*2	Bookcase, 4' wide x 12" deep x 36" tall
*2	Four-Drawer file cabinets with locks, legal
1	Printer

#### **CONFERENCE ROOM (SMALL) – ASSISTANT PRINCIPAL**

*1	Small utility table
*1	10-capacity, conference table, and chairs

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#### VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (continued)

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<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment</u>
<b>CAREERS ROOM</b>		
	*8	Tables, small trapezoidal, 57" x 30" x 26"
	20	16" stackable colored plastic chairs
	4	Display racks with slanted shelving
	*2	Four-Drawer Fireproof File Cabinets with Locks, Legal
	1	Computer
	1	Printer
<b>STUDENT RECORDS</b>		
	*2	Tables, small, 2' x 4'
	6	Four-Drawer Fireproof File Cabinets with Locks, Legal
<b>ITINERANT OFFICE (EACH)</b>		
	*2	Tables, small, 2' x 4'
	6	16" stackable colored plastic chairs
<b>SCHOOL RESOURCE OFFICER (SRO)</b>		
	*1	Desk, teacher, including pullout work shelf
	*1	Executive chair
	1	In-and-Out tray
	*1	Bookcase
	*4	File cabinets, legal
	*4	Chairs
	*1	Table
	1	Wastebasket
	1	Computer
	1	Printer

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#### IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Administration and Student Services – controlled separately.

- Acoustics

Guidance offices, itinerant offices should all be acoustically isolated.

- Built-in Cabinetry

- A. Built-in work counter

Reception area – one counter – plastic laminated, 36” high x 6’ long x 24” deep shelving with lock, built-in below

- B. Built-in cabinets/shelving

Storage – shelving, with lock, 36” high x 10’ long x 24” deep.

Shelving in each guidance office, each itinerant office, career room – open for books and display, floor to 36” high x 48” long x 12” deep.

- C. Built-in Instructional Aids

Career room – markerboard – one, 4’ high x 10’ long mounted with bottom rail 3’ above floor.

One tackboard in each guidance office, itinerant office, career room – 3’ high x 4’ long mounted 3” above floor.

Reception area tackboard – one, 4’ high x 10’ long mounted with bottom rail 3’ above floor.

- Other Considerations

Proximity to main administration office and assistant principals’ office are important but the guidance area should be an obviously distinct entity.

Reception area should be off main hallway.

A limited access hallway is needed between reception area and guidance office and the rest of the area.