

MIDDLE SCHOOL INSTRUCTIONAL FORM

Area Student Services

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I. PROGRAM PHILOSOPHY

The ultimate purpose of student services is to facilitate learning opportunities for students. In order to accomplish this, an interdisciplinary approach using all student service personnel will be used.

II. PROGRAM GOALS

- (1) Support and supplement, as an integral part of the school instructional program, the work of the classroom teachers.
- (2) Strengthen the school's effort to identify and understand the individual needs of the students served.
- (3) Facilitate the maximum development of each student and the adequate appraisal of each student's potential and needs.
- (4) Help in creating a learning environment that is positive and conducive to students' academic, social, and individual growth.
- (5) Give direct assistance to those students having difficulty in the areas of learning and adjustments which require highly specialized services.
- (6) Assist parents and staff to understand the normal growth and developmental patterns of students and the deviations in behavior from normality.
- (7) Contribute to the realization of educational aims, minimize problems of school attendance, facilitate adaptation of school programs to individual abilities and needs, and help students obtain the health care needed.
- (8) Coordinate all student services activities to ensure maximum service to students, school staff, and parents.

III. PROGRAM ACTIVITIES

- (1) Group guidance and counseling
- (2) Individual guidance and counseling
- (3) Group testing and appraisal
- (4) Individual testing and appraisal
- (5) Conferencing with staff, students, parents, and community representatives
- (6) Committee work (guidance, staffings)
- (7) Health clinic treatment.
- (8) Coordinate services with appropriate supportive agencies

IV. ORGANIZATIONAL NOMENCLATURE

Teacher-Student Ratio	<u>N/A</u>
Total No. of Teachers	<u>1</u>
Total No. of Paras	<u>1</u>
Grade/Age Levels	<u>Pre K-5</u>
Hours Per Day Space Used	<u>8</u>
Student Capacity Per Period	<u>N/A</u>

V. FACILITIES LIST

Fish Code	No. of Areas	Description of Area	No. of Staff Per Area	No. of Students Per Area	No. of Students Total	Net Sq. Ft. Per Unit	Net Sq. Ft. Total
368	1	Textbook Storage				426	426
369	1	Student personal Storage				608	608
815/816	1	Student Toilet				912	1824
822/823	1	Public Toilets				122	244

VI. INNOVATIONS

A one-way mirror and intercom capabilities between the "itinerant office" and the "career counseling/individual testing room" will allow opportunities to observe and evaluate the skills of student services staff.

Clinic area should contain shower and restrooms.

Student personnel services should be adjacent to but separated from administration - separate entrance should be provided.

VII. SPECIAL CONSIDERATIONS

(1) HCV

Central heat and air

(2) Acoustical

Standard acoustical treatment

(3) Floor

Carpet in office and conference rooms, VCT in work spaces, and ceramic or appropriate epoxy material in the toilet areas of the clinic

(4) Walls

High sound rating

(5) Ceiling

Standard

(6) Lighting

Fluorescent and natural lighting

(7) Windows

One-way observation window between "itinerant office" and "group counseling/individual testing room" (24" x 60")

(8) Doors

Standard

Hot and cold in the clinic with an ice maker

(10) Communications

See general communication section

(11) Electrical

One duplex 110 outlet on each wall of each room

(12) Gas and Air

N/A

(13) Safety

All safety requirements per SREF shall be included as well as CPTED principles

(14) Built-ins

Built-in work counter: one in clinic standard base unit 24" X 36"

STUDENT SERVICES

