

Administrative Procedure 250

250 - GUIDANCE AND COUNSELLING PROGRAM

Background

The Division believes in the provision of comprehensive guidance and counselling services for all students as an integral part of its school services and programs.

Definitions

Guidance and Counselling includes a variety of group oriented activities designed to enhance students' attitudes and values and refers to an individualized or small group process that assists students with specific personal/social difficulties, or educational and career issues. Counselling services may be developmental, preventative, or crises-oriented.

Guidelines and Procedures

1. The Division encourages the employment of trained counsellors who have had successful teaching experience.
2. Counselling services and programs are to be planned on the basis of student needs.
3. Students who require professional expertise beyond that available at the school or jurisdiction level may be referred to appropriate outside agencies and/or consultants.
4. School counsellors should respect the confidentiality of information received in accordance with professional ethics and the law.
5. Each counsellor will develop and maintain adequate records of counselling related contacts and activities.
6. Communication with administration, teaching staff, parents, students, Student Services, and external agencies is an integral part of the counselling function.
7. Referrals may come from students, staff, parents or outside agencies.

Counsellor Responsibilities

It is necessary to recognize the inherent team philosophy that guidance and counselling implies. In Wild Rose School Division, teachers, administrators and counsellors work together to provide guidance and counselling services which best meet the needs of students, parents, the school and its staff.

Each school based counselling team will determine which services will receive the greatest emphasis using the results of the current school based needs assessment. In

general, guidance and counselling will serve the identified needs of students in three main areas: educational planning, personal/social, and career development.

Delineation of Duties

Students require different approaches and thrusts in services and programs according to their age groupings. In general, the role of the counsellor consists of providing the following services:

1. Assisting administrators, teachers, students and parents in meeting the needs of the student in the areas of academic, social-emotional, and vocational development throughout the student's school career, and serving as a resource and referral person in these areas.
2. Assisting as a coordinator in the school's utilization of community resources.
3. To serve as a resource person in the selection, coordination and interpretation of group assessment instruments.

SPECIFIC FUNCTIONS

The counsellor's role is to function in the following areas as student needs, time allotment, and expertise allow. It follows, therefore, that the specific role of the counsellor will be determined by the Principal and the school counsellor. This may vary with the unique needs of each school.

Educational/Career Counselling

1. Promote good study skills by assisting students to understand their own learning styles and maximize personal potential by developing organizational skills. These skills will be developed cooperatively with school personnel and in close consultation with students and parents.
2. Assist in the monitoring of the progress of academically needy students and refer for tutoring, educational assessment and/or specialized programs as required.
3. Provide orientation to new students in the school.
4. Provide resources for staff and parents by offering resource material, referring to outside agencies and/or promoting an awareness of other outside resources.
5. Provide students with information thus stressing an awareness of relevant social issues and concerns.
6. Provide preventative programs in such areas as drug awareness, prevention of sexual abuse, personal safety and growth in self-esteem. These programs may be presented as school based programs or small group sessions.

Personal Counselling

1. Teach the skills of decision making, problem solving, conflict resolution and other necessary communication skills. Through these skills, students are assisted in their understanding of the impact of their behaviour in relation to themselves and others.
2. Provide the opportunity for students to discuss personal concerns in a safe supportive environment.
3. Promote student wellness in the areas of positive self-concept, self-esteem, and self-worth; thus assisting students to be better equipped to actualize their potential.
4. Assist in the recognition of students at risk or in crisis and offer preventative, intervention and/or referral services.
5. Provide supportive liaison among students, staff and families.

JUNIOR HIGH SCHOOL LEVEL

Educational Counselling

1. Promote good study skills and work habits as well as develop organizational skills. A variety of methods are utilized including study skills workshops, distribution of binder reminders and distribution of literature to students and parents.
2. Promote student understanding of their own learning styles and maximize personal potential using an individualized approach or small group workshops.
3. Monitor student progress as requested by parents, teachers and administration and collect and communicate student progress information to the home, teachers and administration as requested.
4. Develop educational/course plans leading to desired educational goals and share information with students and parents.
5. Provide orientation to new students registering at the school and assist in preparing students for high school.
6. Refer students for tutoring, educational assessments and/or specialized programs as required.

Career Counselling

1. Assist in providing career materials and information to students and emphasizing the relationship between career choices and school subjects.
2. Provide opportunities for students to broaden their occupational awareness.
3. Act as a resource to classroom teachers who are providing career information through curriculum as well as provide teachers with interest inventories.

Personal Counselling

1. Assist students in taking responsibility for decision making using such methods as a pro-social skills program and peer support program.
2. Develop problem solving, communication and conflict resolution skills through on-going programs or in individualized counselling sessions.
3. Promote student self-concept in areas such as self-worth and wellness using a supportive social skills program.
4. Assist in the recognition of students at risk or in crisis and offer preventative and intervention services.

HIGH SCHOOL LEVEL

Educational Counselling

1. Assist in the promotion and development of good study skills, work habits and organizational skills in order to promote student understanding of their own learning styles and maximize personal potential. Some of the ways this may be achieved are through small group sessions, individual sessions, classroom sessions and parental contact.
2. Assist in monitoring student progress which may include the development of a three year educational course plan for students, reviewing credits of high school students, referrals for educational assessment and tutoring and/or specialized educational programs.
3. Co-operate in the orientation of new students registering at the school.
4. Consult with and provide resources for staff and parents as necessary. Information on graduation requirements, post secondary institutions, study skills, scholarships and student loans will be made available.

Career Counselling

1. Assist in providing career materials and information to students and parents. For example: career day, various speakers, up-dating and maintaining the National Classification of Occupations (NCO) and Provincial and National Career profiles, referrals to and requests from outside agencies, career testing and utilizing computerized and non-computerized interest and aptitude testing.
2. Act as a resource to classroom teachers who are providing career information through curriculum (eg. health, CALM, work experience).
3. Assist students prepare in job search skills, ie. resume writing, interview skills, applications through individual small group or classroom assistance.

Personal Counselling

1. Assist students in taking responsibility for decision making through developing problem solving, communication and conflict resolution skills.
2. Assist students in understanding the impact of their behaviour in relation to themselves and others through individual and small group sessions.
3. Provide the opportunity/environment for students to discuss personal concerns.
4. Aid in promoting student self-concept in areas such as self-worth/wellness using direct contact with students as well as identifying and encouraging achievement and promoting programs within the school.
5. Assist in the recognition of students at risk or in crisis and offer preventative and intervention services including pertinent resource materials and liaising with necessary agencies.

Evaluation

The educational services provided by counsellors will be evaluated periodically, based on their annual written guidance and counselling program plans.

Reference: Section 61, School Act
Policy 1.6.3 – Guidance and Counselling