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## **ADMINISTRATIVE PROCEDURE 250 COUNSELLING AND GUIDANCE**

### **Background**

Parents are the first source of guidance and counsel for their children. All students shall have access to excellent and comprehensive counseling and guidance programs, so that they can be helped to lead fulfilling and productive lives. Such comprehensive counseling and guidance programs shall address the developmental needs of all students in the areas of career planning and development, personal and social issues and educational planning. The Division therefore supports the establishment of comprehensive counseling and guidance programs in its schools.

### **Procedures**

1. The school will provide a comprehensive counseling and guidance program that will address the developmental needs of all students in the areas of career planning and development, personal and social issues and educational planning and provide for developmental counseling as well as crisis counseling as part of the school program and to meet the needs of the school community.
  - 1.1 The Principal shall identify the guidance and counseling needs of his/her school by means of a needs assessment for the school and in consultation with the School Council and the school staff. A written guidance and counseling program shall then be developed for the school. The school guidance and counseling program shall have a statement of philosophy that is consistent with the educational philosophy of the school, the Division and Alberta Education.
  - 1.2 The comprehensive school guidance program shall be organized to meet the needs of all students.
  - 1.3 A comprehensive guidance and counseling program shall support and supplement the role the classroom teacher is able to play as teacher and counselor.
  - 1.4 The Guidance Counselor shall establish referral procedures and ensure that students, parents and school staff are aware of these procedures.
  - 1.5 The Guidance Counselor shall coordinate the use of personnel from the school, Division student support services, student health partnerships personnel, and outside agencies to provide for the guidance and counseling needs of individual students and the school.

- 1.6 The Guidance Counselor may consult with Student Support Services regarding student mental health concerns.
  - 1.7 The Guidance Counselor shall keep counseling records in accordance with the Records Retention Schedule.
  - 1.8 The Guidance Counselor shall keep the Principal and the teacher informed about the counseling or guidance activities and/or interventions provided for a student.
2. Schools will assign staff and resources to provide a comprehensive counseling and guidance program.
    - 2.1 The classroom teacher shall provide the first step in guidance and counseling services by adopting the role of "teacher as counselor".
    - 2.2 The Principal shall provide the time, resources and support to ensure that the objectives of the comprehensive counseling and guidance program are achieved.
    - 2.3 The Guidance Counselor will be a member of the classroom support team in the school.
    - 2.4 Personnel involved in counseling and guidance will adhere to the highest ethical standards and they shall ensure the confidentiality of all student information
  3. The effectiveness of the comprehensive counseling and guidance program will be evaluated.
    - 3.1 A formal procedure of evaluation shall be utilized to evaluate the comprehensive counseling and guidance program. Such an evaluation will involve staff, parents and community members.

Reference: Section 39, 60, 61, 113 School Act  
Guidance and Counseling Policy 1.6.3  
Comprehensive School Guidance and Counseling Programs and Services, 1997  
Freedom of Information and Protection of Privacy Act

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