

## **GUIDANCE AND COUNSELLING**

### **Background**

The Division believes that all students (K-12) will be empowered to develop to their full potential through the provision of comprehensive guidance and counselling services, which is usually provided through Academic Counsellors (7-12) and Family School Liaison Counsellors (K-12) although at times Career Counsellors may be utilized.

### **Procedures**

1. Guidance and counselling programs will address the needs of the schools and students in accordance with the policies and regulations established by Alberta Education and the school division.
2. Guidance and counselling services may be developmental, preventative, or crisis oriented, and includes:
  - a. individual processes, which assist students with specific personal, social, educational or career issues.
  - b. group processes, which assist students with personal, social, educational or career issues.
3. Guidance and counselling services will be available to all students in the division in accordance with the *Standards of Practice for Comprehensive School Guidance, and Counselling Program and Services* as developed by Alberta Education (January, 1997).
4. Guidance and counselling services will be staffed by professional counsellors who have sufficient time allocated to provide individual and responsive services as well as developmental instruction.
5. The Associate Superintendent (Administrative Services) is responsible for the coordination of guidance and counselling services.
6. Student assessment will be comprehensive and involve a collaborative approach involving students, parents, teachers and community resources where appropriate.
7. Counsellors are members of the teaching staff(s) to which they are assigned, and are directly responsible to the school principal(s).
8. All teachers are part of the school guidance and counselling program.
9. A guidance and counselling philosophy statement, program, and evaluation will be developed in each school.
10. To best meet the needs of students, counsellors and designated school personnel will work collaboratively with community agencies.

11. The Principal will provide time, resources, and support to ensure that the objectives of the comprehensive guidance and counselling program are achieved.
12. Students, parents, staff and community members will be kept informed about the comprehensive guidance and counselling services.
13. The Principal will be the person responsible for coordinating communication when other agencies are involved in the counselling process.
14. Each school shall have a philosophy statement and a school handbook that includes the guidance and counselling program description.
15. All members of the school counselling team will follow confidentiality rules, except as required by law or when it is clearly not in the best interests of the student.

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December, 2003

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#### **References**

Guidance and Counselling Policy 1.6.3