

Administrative Procedure 770

GUIDANCE AND COUNSELLING SERVICES

Background

Parents are the first source of guidance and counsel for their children. All students shall have access to counselling and/or guidance programs so that they can be helped to lead fulfilling and productive lives. Such comprehensive counselling 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. Guidance and counselling services shall be available to all students, as an integral part of school programs and services.

Procedures

1. Comprehensive school guidance and counselling programs shall address the developmental needs of all students in the three domains:
 - 1.1 Career planning and development;
 - 1.2 Personal / social issues; and
 - 1.3 Educational planning.
2. All school guidance and counselling programs reflect the unique needs of each school community.
3. Provision of comprehensive guidance and counselling programs at the school level is a collaborative, cross-disciplinary task involving all members of the school staff. It is not the sole responsibility of the school counsellor. Ensuring that the programs are an integral part of the school's total educational program rests with the Principal.
4. It is recognized that some school sites provide guidance and counselling services through individuals trained outside of the teaching profession (e.g. Addiction and Mental Health, Children's Services). Should this arrangement exist within school sites, signed affirmative parental permission is to be obtained prior to service being provided.

5. The specific needs of the students and the expertise available in each school will influence the way in which activities and services are provided. Implementation of a comprehensive guidance and counselling program is best directed by persons trained in counselling skills who are certificated teachers. Their responsibilities include:
 - 5.1 Coordination of programs and activities that assist students in the development of personal, social, educational and career growth (goals).
 - 5.2 Provision of counselling, support and guidance to students in their development of personal management skills.
 - 5.3 Provision of crisis counselling to those students in personal difficulty. In such situations parents are to be advised of the intervention if this service is to continue beyond an initial visit.
 - 5.4 Development of partnerships with parents, individuals and agencies in the community in support and assistance of the guidance and counselling programs.

Reference: Education Act 3, 11, 18, 32, 196, 197, 222 Comprehensive School Guidance and Counseling Programs and Services, 1997 Freedom of Information and Personal Privacy Act	
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References shall be updated as required and do not require additional approval.