

## Guidance Program

Guidance personnel shall function as members of the noninstructional staff whose primary objective is to assist all students, teachers and parents in promoting the maximum use of student abilities for their own development and for the good of society.

Emphasis is given to early recognition of intellectual, emotional, social and physical strength and weakness; the encouragement of talents; the prevention of conditions that interfere with learning; and the early use of available resources to meet the needs of students.

Such programs will be carried out by the following activities:

1. Providing assistance in transmitting principles of mental health to teachers, administrators and parents and relating these principles to school and home environmental conditions;
2. Providing assistance to teachers and administrators in understanding behavior dynamics of students;
3. Providing assistance to teachers and administrators in understanding the developmental process and working with students in terms of optimum development;
4. Providing assistance to identify, place in appropriate classes and/or refer to outside agencies students with special needs;
5. Providing to teachers and administrators information about individual students or groups of students as necessary to enable them to plan curricular and instructional programs appropriate to the educational needs of the students;
6. Collecting and analyzing information as needed to evaluate the guidance and counseling program, and to provide guidance information as needed to evaluate the school's program in terms of the educational needs of the students;
7. Collecting, organizing and interpreting information as appropriate to assist each student, his/her parent(s) and teachers in understanding each student's abilities, aptitudes, interests and other personal qualities related to educational planning and progress;
8. Providing individual counsel to:
  - a. Help the student and his/her parent(s) relate the student's abilities and aptitudes to educational requirements and plans;
  - b. Help the student and his/her parent(s) develop a better understanding of the student's educational strengths and weaknesses;
  - c. Help the student, with the assistance of his/her parents, make appropriate educational plans;

- d. Provide a relationship in which the student may be helped to develop motivation to pursue educational goals commensurate with his/her abilities, aptitudes and skills; and
  - e. Provide for the student assistance, as needed, for the development of his/her aptitudes and the full utilization of his/her abilities.
9. Providing services to assist students in making smooth transitions between schools;
10. Providing such group activities as necessary to orient students and their parents to programs, services, requirements and opportunities of:
- a. The elementary school;
  - b. The middle school;
  - c. The high school;
  - d. The world of work; and
  - e. Higher education.