

## **Counseling and Guidance Program**

### **Goals**

The district's counseling and guidance program is based on the district's educational philosophy:

District schools, in partnership with families and communities, provide each student the opportunity to develop values, knowledge, skills and self-confidence to become lifelong learners and responsible citizens.

The goals of the guidance and counseling program are designed to support the educational development of each student. The student will:

1. Develop decision-making skills;
2. Obtain information about himself/herself;
3. Understand the opportunities and alternatives available in his/her school's educational program;
4. Set educational training and career goals;
5. Accept increasing responsibility for his/her own decisions;
6. Develop skills in interpersonal relations;
7. Utilize school and community resources.

### **Responsibilities**

Each school guidance and counseling program will operate under the direction of the school principal. School staff members, including counselors, teachers, secretaries, aides and others carry out guidance and counseling activities as organized and directed by the school principal. The school principal will assign guidance and counseling personnel in accordance with their training and background.

The districtwide coordinator of the guidance and counseling program will be provided by the district superintendent or his/her designated representative. Also, periodic evaluation of the guidance and counseling program will be the responsibility of the superintendent who will report to the Board on the extent to which the program goals are being met.

## Activities

### 1. Elementary (K-8)

The classroom teacher will:

- a. Recognize the uniqueness of each individual student and provide an empathetic approach to the understanding of his/her problem;
- b. Assist students whenever possible and refer those whose needs are beyond the teacher's competencies;
- c. Know the agencies and procedures for referring students;
- d. Maintain student education records in accordance with established policy.

The principal will:

- a. Provide procedures for determining students' needs for guidance and counseling;
- b. Assist classroom teachers in attempting to solve student's problems;
- c. Contact and arrange for services of outside agencies, as needed;
- d. Plan and organize the policies and procedures for maintaining student education records.

### 2. Secondary (7-12)

The classroom teacher will:

- a. Help students develop towards becoming purposefully self-directed and respectful of worth and dignity of self and others;
- b. Refer students who need special assistance according to established procedures;
- c. Maintain student education records.

The school counselor will:

- a. Plan and coordinate the various aspects of the guidance and counseling program;
- b. Assist students in appraising their strengths and weaknesses;
- c. Help students with educational and occupational planning;
- d. Refer students to public agencies, as needed;
- e. Interpret students' growth and development for parents;
- f. Assist teachers in working with students with special problems;
- g. Study and advise the school administration as to how well school services and activities are meeting students' needs;
- h. Assist students in dealing with personal-social problems.

The principal will:

- a. Provide procedures for determining students' needs for guidance and counseling;
- b. Provide overall coordination, direction and support for the school guidance and counseling program;
- c. Contact and arrange for services of outside agencies, as needed;

- d. Plan and organize policies and procedures for maintaining student education records;
- e. Interpret the school guidance and counseling program in the general community.

3. District Office

The designated district coordinator of guidance and counseling will:

- a. Arrange periodic meetings of school counselors for the purpose of maintaining communication and coordination among the school counseling program;
- b. Coordinate the district testing programs and assist school personnel in using test data in their guidance and counseling activities;
- c. Publicize and interpret the district's guidance and counseling program;
- d. Assist in arranging referrals to outside agencies, when needed.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 40.245</a>	<a href="#">OAR 581-021-0046 (7)</a>
<a href="#">ORS 326.565</a>	<a href="#">OAR 581-022-0606</a>
<a href="#">ORS 326.575</a>	<a href="#">OAR 581-022-0610</a>
<a href="#">ORS 336.187</a>	<a href="#">OAR 581-022-1020</a>
	<a href="#">OAR 581-022-1510</a>

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).  
Protection of Pupil Rights, 20 U.S.C. Section 1232h; 34 CFR Part 98 (2000).

**Cross Reference(s):**

IJA - Confidentiality in Counseling