

Policy Statement

The Eastern School District shall offer Guidance services in all schools to address the needs of students. The School Board endorses comprehensive and developmental guidance programs aimed at the personal, social, emotional, spiritual and career development needs of all students which are founded on School Development and Safe and Caring School practices.

Rationale

Guidance Services and Programs are an integral part of the education process. Students and parents are requesting meaningful school experiences that are relevant to the preparation of today's young people as productive and well-adjusted adults. In a society that requires multi-skilled individuals who possess superior communication and interpersonal skills, this skill development calls for an approach to education that combines both academic and Guidance program objectives. Consequently, an integrated approach is necessary that enables students to develop lifelong learning and social skills necessary to becoming productive, responsible and independent citizens.

Scope

This policy applies to all Guidance Services and Programs offered in all schools throughout the Eastern School District.

Procedures

- 1.0 The Eastern School District will establish Administrative Regulations that govern the application of this policy.
- 2.0 The Administrative Regulations will be reviewed annually by the CEO/Director of Education with District Administrative Staff.

Program Development Procedures

- 3.0 The Principal shall ensure the establishment of a team within the framework of School Development to coordinate the development and delivery of Guidance services.

- 4.0 The School Counsellor shall be a member of the team and be responsible for coordination of the development and delivery of Guidance services within the framework of this policy.

**School Needs Assessment
Procedures**

- 5.0 An assessment of school Guidance needs shall be conducted through the school development process to determine the Guidance Program Plan priorities.

**Guidance Program Plan
Procedures**

- 6.0 The Principal shall ensure the establishment of a Guidance Program Plan.
- 7.0 The development of the Guidance Program Plan shall be the responsibility of the team established within the framework of the school development process.

**Role of School Counsellor in Guidance Programming
Procedures**

- 8.0 The School Counsellor shall offer and/or facilitate the delivery of the Guidance Program Plan.

**Role of the School Counsellor in Assessment
Procedures**

- 9.0 School Counsellors shall conduct formal and informal assessments.
- 10.0 School Counsellors shall prepare a comprehensive written report of any assessment results within a reasonable period of time, as per the Eastern School District's *Comprehensive Assessment Protocol*.

Record-Keeping Responsibilities Procedures

- 11.0 The School Counsellors shall be responsible for maintaining student records as outlined in the Eastern School District *Student Records Policy (JRA)* and the Administrative Regulations associated with the policy.

School Counsellor's Role in the Transition Process Procedures

- 12.0 The School Counsellor shall assist in the transition process for students transitioning from primary to elementary; elementary to intermediate; intermediate to senior high and senior high to post secondary.

Standard of Practice Procedures

- 13.0 School Counsellors shall adhere to the guidelines for ethical behaviour as outlined in the *Guidelines for Comprehensive School Guidance Programming: Draft* (Department of Education, 2008) and the Administrative Regulations associated with this policy.