

Guidance and Counseling - Secondary

Section 1. General. A democratic society is dependent on enlightened and informed citizens. The school counselor's role should be to help each individual citizen find individual dignity and individual purpose, while maintaining a sense of individual obligation to the state and society as a whole. The counselor's obligation in the process is to maintain a helping relationship with each member of the total educational community.

The school counselor of East Allen County Schools shall stand ready to carry out obligations to this educational community in a two-fold program. The program should always include counseling of students with personal and school related problems which affect learning and developmental activities, and guidance services which create sound educational programs for individuals that relate the school's curriculum to the students' individual needs and abilities.

The guidance and counseling personnel shall have special training in the techniques of interviewing, educational and psychological testing, the use of career information, and the use and coordination of school and community resources. They will be certified in accordance with the rules and regulations of the State of Indiana.

An accountable integrated guidance program shall be developed for each school in the school corporation. The program shall be developed within each building under the consultation and direction of the building principal.

The guidance procedures and programs for the counselor within a building shall be a procedure which will be reviewed and revised annually for necessary changes to maintain a current, accountable program that makes the guidance person accountable to the individual building guidance program and to the corporation's program as well.

Section 2. Program. In order to implement an effective program of professional counseling and guidance services, each building will accept the responsibility of providing the best and most effective services for the following groups within the educational community:

1. Student
2. Parent
3. Teacher
4. Administrator
5. General Public

Section 3. Student Services. Student services shall include the following:

1. Provide an organized introduction to the total guidance staff, services, and referral system.
2. Provide group sessions of guidance.
3. Provide counseling sessions for all students referred through administrators, teachers, parents, and self.
4. Provide information on special services, such as: school nurse, speech therapy, school psychological services, tutoring, and home bound instruction as needed.
5. Provide referral services to community agencies.
6. Assist with withdrawals from school and provide for alternative educational/vocational program possibilities.
7. Maintain a current credit evaluation for all students.
8. Maintain confidentiality of all records.
9. Assist in creating realistic educational programs from the available curriculum and provide input concerning curriculum revisions.
10. Enroll and orient new students to the school building, program, and personnel.
11. Administer testing programs and interpret test data results.
12. Provide college and post high school training information and counseling.
13. Provide career counseling and information.
14. Provide counseling to help develop healthy attitudes toward self and others.
15. Arrange conferences with resource people who can enhance decision making, such as college representatives or people from vocational personnel departments.

Section 4. Parent Services. Parent services shall include the following:

1. Provide information on the students as requested.

2. Discuss the educational programs as it relates to the student's ability and goals.
3. Report and interpret ability testing and survey results.
4. Provide conferences as needed.
5. Provide information concerning college, financial aid, and special kinds of technical training and vocational opportunities.
6. Provide special meetings with groups of parents where information can be disseminated concerning college, vocational opportunities, new programs, community services, etc.
7. Share information concerning counseling and guidance services available.
8. Provide information concerning special services to which referrals can be made.

Section 5. Teacher Services. Teacher services shall include the following:

1. Orient teachers to the utilization of guidance counseling services.
2. Discuss and interpret records and test data for better student evaluation.
3. Provide conferences and classroom guidance activities to create a better understanding of students and their learning problems and develop a good working relationship with the classroom teachers.
4. Provide, within the limits of ethical confidentiality, an exchange of information regarding the students referred for counseling.

Section 6. Administrative Services. Administrative services shall include the following:

1. Consult with administrators yearly on the organization of the total counseling and guidance services.
2. Discuss curricular and extracurricular needs and make recommendations.
3. Provide a counseling and guidance calendar which does not conflict with general school calendar.
4. Discuss the physical needs of the counseling and guidance services and plan how the needs will be met.

5. Communicate with administrators as needed concerning pupil progress, pupil problems, human relation problems, and student relationship problems along with counseling and guidance recommendations.
6. Organize and supervise the pre-registration and registration of students to provide required information to the building principal to develop the master schedule; further, to schedule all students into classes from the master schedule approved by the building principal.
7. Assume delegated administrative responsibilities as determined necessary by the building principal.

Section 7. General Public Services.

1. Provide local media publicity regarding various guidance activities.
2. Provide information regarding qualifications of students and graduates seeking employment.

Section 8. Administrative Services. Administrative services shall include the following:

1. Consult with administrator yearly on organization of total counseling and guidance services.
2. Discuss needs of the counseling and guidance services and plan how the needs will be met.
3. Communicate with the administrator as needed concerning pupil progress, pupil problems, human relation problems, and student relationship problems along with counseling and guidance recommendations.
4. Assume responsibilities as determined necessary by the building principal.

Section 9. General Public Services. General public services shall include the following:

1. Provide local media with publicity regarding various guidance and counseling programs.