

**IG GUIDANCE PROGRAM (Cf. JE)**

**IG**

The board believes that each student possesses unique capabilities and talents and that all students are to be respected for their expressed worth as individuals. Therefore, the guidance program shall be organized to meet the needs, interests and abilities of all individual students with their own particular capabilities, their aptitudes and their personalities. It is a district goal to make each student an active participant in the learning process and not simply a passive absorber of knowledge.

The counselor shall perform guidance services within the guidelines of district philosophy and established policies of the board.

**APPROVED: December 13, 1982**

**REVIEWED: July 9, 2001**

**REVIEWED AND APPROVED: March 12, 2012**

**IG-R GUIDANCE PROGRAM (Cf. JE)**

**IG-R**

A Statement of Guidance Personnel Responsibilities to Students

The counselor believes that each student has the right to be an individual and to be accepted as a member of the community.

The counselor will assure student access to informational services regarding scholarships, occupations, vocational and technical schools, as well as colleges and universities.

The counselor will provide test data information to students which will assist them in making vocational choices compatible with their interests, personalities and aptitudes.

The counselor understands that the actions of students denote an attempt by them to develop at their own pace in their environment as they observe it.

The counselor will provide services that enable students to develop self-understanding so that they may live with their own decisions in the problem solving process.

The counselor is available to every student.

The counselor will develop an attitude of trust and confidence in students to assist in the counseling process.

The counselor will attempt to provide part-time employment information and service programs in cooperation with the local community.

The counselor shall recognize problems which must be referred to other agencies for solution.

A Statement of Guidance Personnel Responsibilities to Parents

The counselor will provide parents with information about school policies and procedures, resources, course offerings and educational and vocational opportunities and requirements that will contribute to the fullest development of the students.

The counselor will confer with parents on the student's four-year program and will confer with parents when changes in that program are to be initiated.

The counselor will provide financial aid information as well as scholarship program information to students and parents.

A Statement of Guidance Personnel Responsibilities to the Professional Staff

The counselor will help teachers in recognizing individual differences in students to assist the teachers in meeting the individual needs of students.

The counselor will provide in-service programs to the instructional staff on test data, research information and the teacher's role in guidance functions.

The counselor will share appropriate data with the instructional staff, with appropriate consideration and regard for the confidentiality of student information.

The counselor will recommend guidance activities to be used in classroom planning and will act as a resource person in obtaining appropriate materials and information for implementing these activities.

The counselor will encourage teachers to be involved in conferences with students and parents by promoting a better understanding of the student and his/her development.

The counselor will maintain an objective point of view in student-teacher relationships.

The counselor will assimilate community vocational and professional resources and make this information available to the teaching staff.

The counselor will assist teachers in making appropriate referrals for special services.

**A Statement of Guidance Personnel Responsibilities to the Building Administrator**

The counselor recognizes that the principal is the administrative leader in the school and seeks his/her support in planning and development of services to ensure the success of the guidance function.

The counselor agrees to hold periodic consultation with the principal for support in all phases of the guidance program.

The counselor will present to the principal that pertinent information regarding student needs, abilities and interests as related to the continued guidance program and curriculum development for use in planning and construction of the school's master schedule. The principal shall provide support and assistance in finalizing the master schedule.

The counselor or his/her designee, will be responsible for graphically illustrating grade distribution on appropriate scales for each class on a quarterly basis.

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