

# GUIDANCE AND COUNSELLING

## Background

Guidance and counselling includes a variety of group-oriented activities designed to enhance students' attitudes and values and refers to an individualized, small group or class process that assists students with specific personal/social issues and difficulties, and educational or career issues. Counselling services may be supportive, developmental, preventative or crisis-oriented.

The Division recognizes the value of guidance and counselling services being made available to all students as an integral part of school programs and services.

## Procedures

1. The Division will provide guidance and counselling services for all students in order to support and facilitate achievement of the following:
  - 1.1 Students demonstrate care, respect and consideration for themselves and others in fulfillment of the Gospel message respecting human dignity;
  - 1.2 Students participate positively and actively in learning activities developing their talents to the fullest degree, and
  - 1.3 Students acquire knowledge, skills and attitudes needed to help them lead productive, satisfying lives.
2. The principal and designated counsellor shall become familiar with Alberta Education documents and requirements dealing with guidance and counselling services; in particular, the Comprehensive School Guidance and Counselling Programs and Services document and Policy 1.6.3: Guidance and Counselling.
3. Teachers are obligated to make themselves aware of the guidance and counselling services available within the school community and to follow established procedures related to accessing these services for children.
4. An approach that focuses on prevention, rather than individual crisis situations, with the intention of providing services to the maximum number of students, teachers, parents and administrators will be promoted.
5. Principals, in consultation with staff, shall define and implement school guidelines and procedures based on needs assessment in accordance with the guidelines specified herein.



6. All individuals providing guidance and counselling services shall respect the confidentiality of information received in accordance with professional ethics, Division policy and procedures, and the law.
7. Referrals are to be made to service providers outside of the school for cases that are deemed to be beyond the individual counsellor's scope of competence or where counselling services are not available.
8. The Division will maintain liaison with local service agencies through the Office of the Associate Superintendent of Learning Services.

Reference: Section 39, 45, 60, 61, 113 School Act  
Guidance and Counselling Policy 1.6.3  
Comprehensive School Guidance and Counseling Programs and Services (1997)  
Freedom of Information and Protection of Privacy Act

