

## Administrative Procedure 240

---

# GUIDANCE AND COUNSELLING SERVICES

## Background

The Division will provide guidance and counselling services to all students primarily through Family Outreach Workers. These services will be designed to enhance student attitudes and values and will include individualized, small-group or class activities that assist students in three (3) key areas:

- Educational.
- Personal/social.
- Career development.

The guidance and counselling services may be developmental, preventative or crisis-oriented.

## Procedures

1. Staff members 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.
2. An approach that focuses on prevention and development, rather than individual crisis situations, with the intention of providing services to the maximum number of students, teachers, parents and administrators, will be promoted.
3. The Principal shall:
  - 3.1 Ensure that a team approach is used.
  - 3.2 Ensure guidance and counselling services are an integral part of the school program.
  - 3.3 Be responsible for coordinating communication when other agencies are involved in the counselling process.
    - 3.3.1 Team members include the Principal, Family Outreach Worker, teachers and community agencies, as required.
4. Family Outreach Workers are members of the teaching staff to which they are assigned, and are directly responsible to the Principal.
5. Referrals may be made to service providers outside of the school, for cases that are deemed beyond the individual Family Outreach Worker's scope of competence, or where counselling services are not available.
6. All members of the school counselling team shall follow confidentiality rules, except as required by law or when it is clearly not in the best interests of the student.

7. The Principal shall be responsible for determining program delivery and the evaluation of Family Outreach Workers.
8. The Principal shall provide time, resources, and support to ensure that the objectives of the comprehensive guidance and counselling program are achieved.
9. Students, parents, staff and community members shall be kept informed about the comprehensive guidance and counselling services.

Reference: Section 3, 11, 18, 32, 33, 52, 53, 196, 197, 222 Education Act  
Freedom of Information and Personal Privacy Act  
Personal Information Protection Act  
Guide to Education ECS to Grade 12  
Comprehensive School Guidance and Counselling Programs and Services, 1997