

Guidance and Counseling

The guidance department, working in close relationship with the administration and the instructional staff, is responsible for the following:

1. Orientation

Help all students establish and maintain good adjustment to school:

- a. Fifth to sixth grade students and eighth to ninth grade students and parents/guardians
- b. All new students enrolling during the year

2. Testing

- a. Be responsible for administering standardized tests.
- b. Be responsible for collecting test data.
- c. Interpret test results to students, parents/guardians and faculty.
- d. Make test information available for faculty use.

3. Cumulative records

File and keep up-to-date a folder on each student, including grades earned, test results, personal data sheets, activities in which student participates, and any other pertinent information concerning each individual student (see policy JRA/JRC, Student Records/Release of Information on Students).

4. Conferences with students

- a. Help students define and arrive at satisfactory solutions to their respective problems— academic, social and emotional.
- b. Whenever possible, aid students in acquiring effective study habits.
- c. Assist students in vocational planning.
- d. Assist students in educational planning.
- e. Help each student to understand others and themselves in relation to others so that they can make adequate social adjustments.
- f. Refer students to mental health clinics for a more concentrated study of their problems.
- g. Change students' daily schedule of classes in cooperation with administration as needed after a careful study has been made.
- h. Set up a minimum of at least two individual conferences with each student a year.

5. Detailed studies at end of each marking period

- a. Study grades for failure to progress satisfactorily.
- b. Conduct individual conferences for all students found not to be making satisfactory progress

6. Clerical

- a. Keep written records of conferences.
- b. Enroll all new students after approval by administration.
- c. Clear all withdrawals after approval by faculty and administration.
- d. Request transcripts on new students and send transcripts on withdrawals.
- e. Supply district office with names of current dropouts.
- f. Help students apply for scholarships and college entrance. See that proper information is sent to grantor or college, etc.

7. Conferences with teachers

- a. Inform teachers who are directly concerned about problems and difficulties that individual face and help them to gain an understanding of these students through discussion and appraisal of important information.
- b. Conduct follow-up work on all teacher referrals.

8. Follow-up studies

- a. Attempt to follow up any dropouts through appropriate means of contact.
- b. Follow up graduates in a similar manner.

9. Registration

- a. Prepare and present pre-registration information to students.
- b. Collect and summarize registration materials to be approved by the administration.

10. Scheduling

- a. Schedule each student individually, keeping in mind individual differences.

Adopted: May 1995

Revised: December 2005

