

Administrative Procedures for Comprehensive School Counseling Program
(Attachment for Policy No. 112)

Purpose

The basic program of counseling and guidance will vary according to the developmental levels and needs of students and include the areas of human academic and career, development, study skills, preparation for tests, interpersonal relations, decision making, and conflict resolution. Implementation of program objectives shall be accomplished through needed, individual and/or group activities.

Procedures

Specific objectives shall include:

- I. Individual Student Planning
 - A. Academic- work with students to identify academic goals
 - B. College and career- work with students to identify and develop college and career goals, identify barriers to those goals, and strategize solutions
 - C. Social and emotional learning-assist students with develop appropriate interpersonal, organizational, and emotional skills; facilitating targeted Tier 2 groups and individual school based-counseling
 - D. Coordinating Supports for Youth with Unique Needs (*basis of RTI/MTSS and 504 Service Plans*)
- II. Responsive Services
 - A. Academic-provide behavioral and attendance interventions to targeted groups of students
 - B. College- identify extra -curricular activities inside and outside of school
 - C. Social/Emotional- make emergency assessment and referral for mental health services from crisis to Student Therapeutic Services while supporting students and parents through these processes; assist students who are experiencing neglect and/or abuse reporting to Department of Human Services and having appropriate follow up
- III. Indirective Student Services
 - A. Data-Driven School Counseling Plans- analyze data, assess school-wide needs; develop, implement and progress monitor comprehensive counseling plan that supports school-improvement
 - B. Referrals- refer students to mental health services;refer students and their families who are homeless outside resources

- C. Consultation- meet with teachers for Response for Intervention/ Multi-Tiered System of Supports (RTI/MTSS) the statewide process to remediate barriers to learning; academic, behavioral, and attendance; provide professional development to teachers
- D. Collaboration-collaborate with school psychologists, nurses, and other school personnel to support students eligible for 504 planning; support interagency meetings between student transitions from educational settings and treatment facilities.