

2411 GUIDANCE and COUNSELING SERVICES

Guidance and counseling services for all pupils are an essential component of the total education experience.

Guidance and counseling services are a continuing process concerned with determining and providing for the total developmental needs of all pupils. These services are a vital part of the educational experience appropriate to each pupil's need and level of development.

A. The Board of Education requires that a planned program of guidance and counseling be offered to all pupils. The program shall include the coordinated efforts of all teaching staff members and appropriately certified counseling personnel and shall be an integral part of the educational program of the schools. The purpose is to:

1. Assist pupils in obtaining the greatest benefit from the instructional program,
2. Assist pupils in their personal and social development, and
3. Help pupils with post-secondary plans including college and career choices.

B. Areas of pupil development:

1. Academic

This area of pupil development will guide the school counseling program to implement strategies and activities to support and enable pupils to experience academic success, to maximize learning through motivation and commitment, to produce the highest quality work possible and to begin to prepare for a full range of options and opportunities both during and following formal schooling. Effective academic development includes the acquisition of skills in critical thinking, logical reasoning, decision-making, problem solving and goal setting, interpersonal communication and the application of these skills to academic achievement.

2. Personal/Social

This area of pupil development will guide the school-counseling program to provide the strategies and activities to enhance person and social growth as pupils' progress through school and into adulthood. Personal/social development contributes to academic and career success. Personal/social development includes

the acquisition of skills, attitudes, and knowledge which help pupils understand and respect self and others, acquire effective interpersonal skills, understand safety and survival skills and develop into contributing members of our society. Personal/social development standards and competencies ensure that pupils have learned to successfully and safely negotiate their way in the increasingly complex and diverse world of the 21st century.

3. Career

This area of pupil development guides the school counseling program to provide the strategies and activities to provide the gradual development of skills, attitudes, and knowledge that enable pupils to ultimately make a successful transition from school to the world of work. Pupils will begin to develop an awareness of personal abilities, skills, interest and motivation; learn how to cooperate with others to accomplish a task; learn the process of decision-making; become aware of the connection between academic success/achievement in school and success at work.

C. Guidance and counseling services within elementary, intermediate and the high school consist of:

1. Individual Counseling

The counselor establishes a trusting relationship with focus on problem-solving, decision-making and discovering personal meaning related to learning and personal/social development.

2. Small Group Counseling

In small group counseling, a counselor works with two or more pupils together. Group size generally ranges from five to eight members. Group discussions may be relatively unstructured or may be based on structured learning activities. Group members have an opportunity to learn from each other. They can share ideas, give and receive feedback, increase their awareness, gain new knowledge, practice skills and think about their goals and actions.

3. Classroom-Size Teaching Units

The guidance and counseling curriculum, composed of organized objectives and activities, is delivered by counselors in classroom size groups. Counselors develop and present special guidance units which give attention to particular developmental issues (academic, career, personal/social) or areas of concern.

4. Consultation Coordination
Counselors serve as a liaison with teachers, parents, support personnel and community resources to facilitate successful pupil development. Counselors seek equitable access to programs and services for all pupils. Counselors also interpret results of standardized testing to pupils, parents and staff.
 5. Case Management
Counselors provide the necessary monitoring of individual pupil's progress toward achieving success in academic, career and personal/social areas.
- D. In addition, high school counseling services includes college and career readiness, including:
1. In individual and group counseling, counselors work with pupils to identify and prepare for a post high school plan. Counselors meet with pupils in groups to complete a Career Interest Survey, a personality profile, develop a resume, and review the college application process. Counselors meet with pupils individually each year to select courses and review post high school goals. In 11th grade counselors meet individually with pupils and their parents/guardian to develop an individualized post high school plan.
 2. The Counseling Department sponsors an annual college fair and facilitates small group meetings with College Admissions Counselors.
- E. The Board directs the Superintendent to implement a program of guidance and counseling services that carries out the purposes of this policy and:
1. Involves staff members at all appropriate levels;
 2. Honors the individuality of each pupil;
 3. Is integrated with the total educational program;
 4. Is coordinated with available resources of the community;
 5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;

PROGRAM
2411
Guidance and Counseling Services

M

Regulations Follow

Page 4 of 4

6. Provides for the means of sharing information among appropriate staff members in the pupil's interest;
 7. Is equally available to all pupils and prohibits biased counseling and the use of materials that discriminate among pupils on the basis of their race, color, creed, religion, gender, gender identity or expression, sexual orientation, ancestry, national origin, or socioeconomic status; and
 8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the pupil, and monitors the efficacy of such referrals.
- F. The Board directs the Superintendent to report on the Guidance and Counseling program on an annual basis.

NJAC 6A:7-1.7; 6A:8-3.2
NJAC 6A:19-1.2; 6A:8-2.2

Approved: February 6, 2001
Citation Revision: October 1, 2007
Revised: August 26, 2014
Revised: June 21, 2016

R 2411 GUIDANCE and COUNSELING SERVICES

Services are provided to pupils based on their needs and level of development as outlined below:

A. Guidance and Counseling Services

1. The purpose of guidance and counseling services is to train pupils in self-examination, self-evaluation, and analysis of alternatives so that each pupil can benefit most fully from his or her education and life experiences.
2. Guidance and counseling services will include:
 - a. Personal development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
 - b. Crisis counseling to assist pupils undergoing extreme social or emotional reactions.
 - c. Career and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
3. All guidance and counseling services shall be free of bias on the basis of race, color, creed, religion, gender, gender identity or expression sexual orientation, ancestry, national origin, or socioeconomic status.

B. Career Awareness and Exploration

In fulfillment of the standards adopted by the State of New Jersey, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all pupils which shall be designed to:

1. Assist pupils in making informed educational and occupational choices;
2. Develop pupil competency in self-management, educational and occupational exploration and career planning;
3. Make pupils aware of the relationship among personal qualities, education, training and the world of work; and
4. Acquaint pupils with the relationship between achieving academic standards and the attainment of career goals.

C. Consulting Services

1. Counselors consult with staff members responsible for the instructional program to improve the instructional program and delivery of the educational services.
2. Consulting services will include:
 - a. Identification of the needs of individual pupils;
 - b. Identification, evaluation, and program implementation of pupils with special needs;
 - c. Development and implementation of preventive and supportive programs to address such problems as pupil attendance, harassment, intimidation and bullying, violence, and suicide;
 - d. Alerting professional staff to the purposes, functions and availability of guidance and counseling services;
 - e. Encouragement of cooperation among teaching staff members and parents in resolving individual pupil problems and addressing pupil needs;
 - f. Establishment and maintenance of fruitful relationships with state and local agencies for the purpose of professional referral and the sharing of experiences;
 - g. Cooperation with business and industry to facilitate pupil job placement and vocational training; and
 - h. Maintenance of a library of occupational and education information.

In Effect: February 6, 2001
Revised: August 26, 2014
Revised: June 21, 2016