

COUNSELLING SERVICES AND CAREER DEVELOPMENT

Background

Mother Earth's Children's Charter School (MECCS) shall make guidance and counselling services available to all students as an integral part of school programs and services, and to foster life-long learning.

Three approaches are used in providing guidance and counselling services:

- 1. Preventive Programs** – activities that help all students manage personal situations effectively, and acquire solid decision-making skills in areas such as drug use/abuse, consequences of drinking and driving, prevention of bullying, the development of self-esteem, and dealing with peer pressure.
- 2. Developmental Guidance Instruction** – structured developmental experiences presented systematically through classroom and group activities, particularly in the areas of educational and career awareness from K-9.
- 3. Responsive Counselling Services** – activities designed to meet the immediate needs and concerns of students by helping students cope effectively with a situation or a series of difficulties.

Procedures

1. All students (ECS through Grade 9) shall have access to guidance and counselling services as required and in context of the resources available to the school.
2. The roles and responsibilities of counsellors shall include the following:
 - 2.1 Educational Development**
 - 2.1.1 Work with/act as a resource for students, parents, teachers who wish information about effective study skills and learning strategies.
 - 2.1.2 Coordinate orientations for new students, and students entering junior high school.
 - 2.1.3 Assist students with high school timetabling as they transition from MECCS to another school.
 - 2.1.4 Review student progress with the goal of identifying students who need assistance to be successful.
 - 2.1.5 Coordinate student awareness of educational opportunities such as leadership camps or distance/on-line learning.
 - 2.2 Personal Development**
 - 2.2.1 Assist students who are experiencing difficulty with relationships with peers, teachers, and/or family members.
 - 2.2.2 Assist students who are experiencing difficulty coping (in areas such as depression, suicidal ideation, self mutilation, disordered eating and grieving).
 - 2.2.3 Assist students “in crisis”.
 - 2.2.4 Make referrals to Home Liaison Worker where family intervention is desirable.

Administrative Procedure 250

- 2.2.5 Make referrals to appropriate agencies/personnel such as: Children’s Services, and Mental Health Services.
- 2.3 **Career Development**
 - 2.3.1 Coordinate activities for students in all grades which promote awareness of the world at work, and encourage examination of personal strengths, interests and skills with respect to possible career options.
 - 2.3.2 Implement a Career Development program for Grades Seven through Nine that include prescribed activities in each of the following areas: vocational testing, internet research skills and the development of portfolios.
- 3. The roles and responsibilities of Home Liaison Worker shall include the following:
 - 3.1 Obtain written parental permission, prior to providing service.
 - 3.2 Provide support to students and their families.
 - 3.3 Offer groups to parents on enhancing parenting skills.
 - 3.4 Work with small groups of students and/or entire classrooms on topics such as building self esteem, managing anger and developing empathy.
 - 3.5 Provide referrals to agencies and services which assist students and families in coping effectively with issues which negatively affect a student’s progress in school and/or which will enhance a student’s well being.
- 4. School counsellors and Home Liaison Workers shall respect the confidentiality of information received in accordance with professional ethics, the law, and the *Freedom of Information and Protection of Privacy Act*.
- 5. Teachers shall develop and integrate educational and career development programs as specified in the programs of studies of the courses for which they are responsible.

References: Sections 39, 60, 61, 113 *School Act*
Comprehensive School Guidance and Counselling Programs and Services (1997)
Freedom of Information and Protection of Privacy Act

Adopted: June 2011

Amended:

Due for Review: