

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**GUIDANCE AND COUNSELING PROGRAMS**

A continuous program of guidance services shall be maintained in grades kindergarten through twelfth (12th) grade. The Board of Education of the School District of Wauzeke-Steuben adopts the following plan for guidance and counseling in the District:

1. A written systematically planned K-12 guidance and counseling program will be on file with the District under the direction of a department certified counselor.
2. The program of guidance and counseling shall include:
 - a. Assisting students with personal and/or social concerns
 - b. Vocational and educational planning
 - c. Assisting with the screening of all new students, the maintenance of student records, the testing program and student scheduling and enable him/her to develop into a responsible citizen
 - d. Helping each student develop an understanding of his/her particular strengths and weaknesses
 - e. Helping each student relate his/her interests, aptitudes and abilities to a meaningful program of studies and extracurricular activities
3. Equipment and supplies necessary for appropriate guidance and counseling services will be provided by the District to ensure the needs of the guidance and counseling program are met.
4. Guidance and Counseling personnel will work with pupils, staff, parent(s)/legal guardian(s), and Administration to improve the learning climate of the District.
5. The following are tasks that guidance personnel will be expected to perform but not limited to:
 - a. Maintaining various student records
 - b. Providing annual performance review of student performance
 - c. Providing and maintaining a work space that is conducive to confidential matters and is easily accessible
 - d. Comply with all State and Federal student record laws
 - e. Follow the District's job description for a school counselor

The District shall not discriminate in the methods, practices and materials used for counseling, students on the basis of gender, race, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students.

Legal References:

Cross References: **School Counselor Job Description**

Adoption Date: **1/19/1976**

Date Revised: **12/19/1988; 2/24/2014**

Date Reviewed: