

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 240
SECTION:	MATERIALS		
PROCEDURE:	GUIDANCE & COUNSELLING SERVICES		

BACKGROUND

Comprehensive guidance and counselling services are an integral component of school services and programs. These services will be designed to enhance students' attitudes and values and will include individualized, small-group or class activities that assist students in the following areas—educational, personal/social and career. Counselling services may be developmental, preventative or crisis-oriented.

Christ the Teacher Catholic Schools provides school counsellors for support to students experiencing personal/social, emotional and/or behavioural concerns.

PROCEDURES

1. School counsellors organize their services around the following strategies:
 - 1.1 Individual Counselling: Individual counselling is a personal and private interaction between a counsellor and a student in which they work together on an issue or topic of interest.
 - 1.2 Small Group Counselling: Small group counselling involves a counsellor working with two (2) or more students together. Group size generally ranges from five (5) to eight (8) members. Group discussions may be relatively unstructured or may be based on structured learning activities.
 - 1.3 Classroom Guidance: Classroom sessions offer the best opportunity to provide guidance to the largest number of students in school. Counsellors first work with students in large groups wherever appropriate because it is the most efficient use of time. Large group work involves cooperative learning methods, in which the large group is divided into smaller working groups under the supervision of a counsellor or teacher. The guidance and counselling curriculum, composed of organized objectives and activities, is delivered by teachers or counsellors in classrooms or advisory groups. School counsellors and teachers may co-lead some activities.
 - 1.4 Consultation: The counsellor as a consultant helps people to be more effective in working with others. Consultation helps individuals think through problems and concerns, acquire more knowledge and skill, and become more objective and selfconfident.
 - 1.5 Coordination: Coordination is the process of managing various indirect services which benefit students and acting as a liaison between school and community agencies.

2. Specific responsibilities for the school counsellor are outlined in AP 480 Appendix – School Counsellor.

Reference: Sections 85, 87, 108, 109, 191 Education Act

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