



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<b>Guidance and Counseling Services, State Schools</b>		
Policy Number:	<b>SS-6012 IG</b>		
Release Date:	<b>07-13-06</b>	Last Revised:	

### Purpose

To describe school guidance and counseling services to students at State Schools in accordance with state and federal laws

### Applicability

This policy applies to the Atlanta Area School for the Deaf, the Georgia Academy for the Blind and the Georgia School for the Deaf.

### Definitions

*Counseling:* a process where some students receive assistance from professionals who assist them to overcome emotional and social problems or concerns which may interfere with learning.

*Guidance:* a process of regular assistance that all students receive from parents, teachers, school counselors, and others to assist them in making appropriate educational and career choices.

*School counseling and guidance services:* guidance, program planning, implementation and evaluation; individual and group counseling; classroom and small-group guidance; career and educational development; parent and teacher consultation; and referral.

### Policy

The State Schools shall provide for school guidance services to all students, as indicated by professional judgment and/or student IEP related service notation.

### General Provisions

Each school counselor or other school personnel shall provide the following counseling or guidance service to students, parents or guardians.

1. Program design, planning, and leadership
  - a. Develop a written school-based guidance and counseling program

- b. Individual plan of action implementation
2. Counseling - general
- a. Coordinating and delivering counseling services in areas of self-knowledge, educational and occupational exploration, and career planning to facilitate academic achievement.
  - b. Scheduling times to provide opportunities for various types of counseling.
  - c. Counseling learners individually by actively listening, identifying and defining issues, discussing alternative solutions, and formulating a plan of action.
  - d. Adhering to established system policies and procedures in scheduling appointments and obtaining parental permission.
  - e. Leading counseling or support groups for learners experiencing similar problems.
  - f. Evaluating effectiveness of group counseling and making revisions as necessary.
3. Guidance and collaboration
- a. Coordinating with school staff to provide supportive instructional guidance activities that relate to students' self-knowledge, educational and occupational exploration, and career planning to facilitate academic achievement.
  - b. Conducting classroom guidance activities related to identified goals and objectives.
  - c. Providing direct/indirect educationally based guidance assistance to learners preparing for test taking.
  - d. Providing information to students, parents, teachers, administrators, and, when appropriate, to the community on student test scores.
  - e. Providing information to students and parents on career planning.
  - f. Coordinating school-wide assessments as necessary and appropriate.
4. Consultation and coordination
- a. Consulting, as needed or requested, with staff, parents, and community about issues and concerns.
  - b. Collaborating with school staff in developing a strategy or plan for improving school climate.
  - c. Following up on counseling and consultative referrals.
  - d. Consulting with staff in making referrals to community and state agencies.
  - e. Implementing a comprehensive and developmental guidance and counseling curriculum to assist all students.