



**Policy 8.05
Category: Students**

Guidance and Counselling

BACKGROUND

Guidance and counselling services assist students in developing habits and attitudes to support personal growth, educational/academic goals, and post secondary career direction.

POLICY STATEMENT

1. The CAPE Charter Board supports the provision of guidance and counselling services for all students at CAPE as one means of achieving the CAPE charter goals.

DEFINITIONS

2. **Welcoming** - a kindly greeting or reception, as to one whose arrival gives pleasure.
3. **Caring** - displaying kindness and concern for others.
4. **Respectful** - showing politeness or deference, showing respect (a feeling or understanding that someone or something is important, serious, and should be treated in an appropriate way).
5. **Safe** - protected from or not exposed to danger or risk; not likely to be harmed or lost.
6. **Welcoming** - a kindly greeting or reception, as to one whose arrival gives pleasure.
7. **Guidance and Counselling** - the process of helping individuals discover and develop their educational, vocational, and psychological potentialities and thereby to achieve an optimal level of personal happiness and social usefulness.

GUIDELINES

8. The CAPE Charter Board, through the Superintendent, shall have in place guidance and counselling practices and procedures that ensure:
 - 8.1 positive and productive student growth and development.
 - 8.2 a welcoming, caring, respectful and safe learning environment.
 - 8.3 that guidance and counselling services are offered with the consent of parents/guardians, and when appropriate, with the participation of parents/guardians.

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- 8.4 that counselling not involve attempting to challenge, question, or discredit the belief systems of students' parents/guardians.
- 8.5 that students shall not be counselled to take courses of action that may be inconsistent with the beliefs or wishes of parents/guardians.
- 8.6 that, if a counsellor or a staff member learns of information that suggests that a student is at risk of personal harm or abuse, or has been harmed or abused, or threatens harm to others, the counsellor or staff member inform Children's Services, so as to comply Child, Youth and Family Enhancement Act. This does not always involve informing the parents/guardians. Counsellors should disclose this policy to students at the beginning of the counselling, if appropriate.
- 8.7 confidentiality.
- 8.8 timely and effective response to student personal needs.
- 8.9 timely and effective response to student academic needs.
- 8.10 effective communication between parents/guardians, administration, staff and students.
- 8.11 appropriate and effective student placement.
- 8.12 accurate and secure record-keeping.

References:

Education Act

Guide to Education

Comprehensive Guidance and Counselling Programs and Services: Guidelines for Practice

From Position to Program: Building a Comprehensive School Guidance and Counselling Program: Planning and Resource Guide

CAPE charter

Adopted: December 3, 2007

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