

# FAIRVIEW SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDANCE PROGRAM

ADOPTED: June 20, 1994

REVISED: April 28, 2008

112. GUIDANCE PROGRAM	
<p>1. Purpose Title 22 Sec. 4.34, 12.41, 14.101 et seq, 16.21 et seq</p>	<p>The guidance program is designed to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.</p>
<p>2. Guidelines</p> <p>Pol. 216</p> <p>Pol. 216</p>	<p>Toward this purpose, guidance counselors will:</p> <ol style="list-style-type: none"> <li>1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.</li> <li>2. Aid students in course and subject selection.</li> <li>3. Maintain student records and protect their confidentiality.</li> <li>4. Work to resolve students' educational handicaps.</li> <li>5. Work to discover and develop special abilities of students.</li> <li>6. Work to prevent students from dropping out of school.</li> <li>7. Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.</li> <li>8. Make recommendations to colleges for admissions and scholarships.</li> <li>9. Arrange for tutors.</li> <li>10. Guide students in their participation in school and community activities.</li> <li>11. Obtain and disseminate occupational information to students and to classes studying occupations.</li> </ol>

<p>Pol. 107, 113</p>	<p>12. Help students evaluate career interests and choices.</p> <p>13. Work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment, but not to the exclusion of other counselees and assignments.</p> <p>14. Confer with parents/guardians whenever necessary.</p> <p>15. Interpret the guidance program to the community.</p> <p>16. Advise administrators and faculty on the matters of student discipline.</p> <p>The guidance program should have outcomes for students listed in a planned course format to be reviewed periodically by the Superintendent and Coordinator of Psychological Services.</p> <p><u>Psychological Services</u></p> <p>The primary purposes of the school psychological services are diagnostic, screening, and advisory. The administration is authorized to implement school psychological services which will provide for examination and recommendation for the placement of students who have need of exceptional student programs or mental health facilities.</p> <p>The children to be examined by these services are those children of school age who deviate from the average in physical, mental, emotional, or social characteristics to such an extent that they may require special educational programs.</p> <p>A teacher, guidance counselor, administrator, or parent/guardian may initiate steps to have a student receive school psychological services.</p> <p>A team evaluation shall be held to determine whether there are sufficient reasons to initiate a referral. If so, the referral is processed through the guidance office and sent to the Director of Student Services for implementation. S/He may initiate further action, if necessary.</p> <p>After the evaluation has been completed, another team evaluation shall be held to review the data and determine whether a student is exceptional or non-exceptional. If the student is exceptional, the procedures outlined in Board Policy 107 for the requirements for exceptional students shall be followed. If the student is non-exceptional, special program recommendations of a lesser degree may be needed and shall be implemented by the staff.</p>
----------------------	--

At the beginning of each school year, the guidance department shall inform the staff of psychological information which is available and pertinent to the student's educational progress.

Graduate Survey

Counselors of Fairview High School shall prepare a survey of the district's previous graduates annually for the Board, to be presented in April, to better prepare for the following school year.

Counselors shall prepare a report on each graduating class showing colleges attended or graduation plans for the future.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.34, 12.16, 12.41, 14.101 et seq., 16.21 et seq.

Board Policy – 103, 107, 113, 114, 216