

GUIDANCE AND COUNSELING SERVICES PROGRAM GUIDE



**COLTS NECK TOWNSHIP
PUBLIC SCHOOLS
COLTS NECK, NJ**

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Colts Neck Schools Guidance Philosophy

School Guidance Counselors provide a wide range of services to the school community. They are committed to making a difference and to providing opportunities to all students to maximize their learning and social development. Guidance Counselors believe in the value of the gifts that students bring to school every day. The Guidance Counselors in Colts Neck are dedicated to empowering students so that they will make positive and responsible choices in their lives. Guidance Counselors work with teachers, administrators and child study team colleagues to ensure that every student has a safe learning environment to come to everyday. As the Anti-Bully Specialists (A.B.S.), guidance counselors play a pivotal role in both creating a safe and respectful environment as well as leading the investigations into bullying allegations.

Our goals are tied to:

Academic Development

- Implement strategies and activities to support and maximize each student's ability to learn (i.e., problem solving, goal setting, organization, reasoning and communication)

Career Development

- Provide a foundation for acquisition of skills, activities, and knowledge that will enable students to make career decisions

Personal and Social Development

- Teach students the skills required to understand and respect self and others
- Provide a forum for students to safely express their feelings
- Empower students to make appropriate decisions for themselves
- Empower students to "take a stand" against negativity, hostility and bullying
- Empower students to utilize information and communication technology in a safe, positive and non-aggressive manner

GUIDANCE CURRICULUM

The goal of the guidance program at the primary, elementary and middle school levels is to assist students in learning skills necessary to make appropriate decisions. The administration, school counselors, teaching staff, child study team and school nurses are involved in the process. The close association of the entire staff is necessary in the development of the student's intellectual life, social relations, educational plans, vocational plans, and personal well-being.

Staff assistance in the overall guidance program includes, but is not limited to the following:

School Counselor:

- 1. The school guidance counselor provides counseling services for students and families, they do not provide discipline action for students**
2. The school counselor will provide individual and group counseling services to both students in general education as well as those with IEPs. Some of the groups will have specific focuses based on the needs exhibited by the students in a particular year.
3. Guidance Counselors will initiate school-wide initiatives such as: *Peer Tutoring, Advisories, Student-led Community Outreach Programs, Anti-Bullying Awareness Programs, Character Education and School-Wide Meetings*
4. Guidance Counselors will chair the School Safety Teams
5. The school counselor will provide support and guidance in the transition process of students from both one grade to another as well as from one school to another. Support provided for new students coming into the district as well as for those leaving the district.

6. The school guidance counselor will collect educational information to assist students with their yearly programs as well as to plan for post 8th grade schooling
7. The guidance counselor will facilitate administration of state-wide testing
8. The school guidance counselor will meet and facilitate grade level team meetings.
9. The school guidance counselor will communicate and meet with parents as needed and will maintain confidentiality and respect for privacy.
10. The school guidance counselor will provide Crisis Intervention
11. The school guidance counselor will chair both the I&R.S. and 504 Committees
12. The school guidance counselor will facilitate and support calls to **Division of Child Protection and Permanency** regarding suspected child abuse and neglect

Teachers:

1. Teaching staff members assist in the evaluation of students through providing formative and summative assessments
2. Teacher staff members participate in parent/teacher conferences
3. Teaching staff members infuse career awareness information into curriculum areas
4. Teaching staff members file pertinent information in student files for reference by other staff members
5. Teaching staff members encourage students to participate in extra-curricular activities.

6. Teaching staff will refer students with learning and/or behavioral concerns to either the I&R.S. Committee or Child Study Team
7. Teaching staff will be members of both the I&R.S. and 504 Committees
8. Teacher staff will report suspected cases of child abuse and neglect to appropriate authorities
9. Teaching staff will facilitate *morning meeting* in the primary and elementary schools
10. Teaching staff will reinforce and implement guidance interventions in the classroom

Administration:

1. Administrators and instructional staff will analyze student achievement data to determine need for instructional intervention and support
2. Administrators communicate with community groups in regard to student interests outside of school
3. Administrators meet will conduct parent chats as a means for maintaining open communication
4. Principals will determine the intervention and consequences of a positive finding of an H.I.B. investigation
5. Administrators will supervisor the counseling provided by guidance counselors and Child Study Team members

Child Study Team:

1. CST members meet with school staff throughout the year to communicate with them regarding the evaluation status of students who have IEPs; student's academic progress and parent concerns

2. School Psychologists and Social Workers will collaborate with school guidance counselors regarding the emotional well-being of students
3. CST members will provide short and long term individual and group counseling with students
4. CST members will serve on the I&R.S. Committee at each school
5. CST members and guidance counselors will recommend appropriate agencies to parents when the need arises
6. CST members will support staff dealing with suspected cases of child abuse and neglect
7. CST members will provide crisis intervention

Procedures for Referring Student to Guidance

All students in the Colts Neck Township Schools are entitled to receive guidance services for appropriate learning, social and/or emotional challenges that interfere with learning and/or school adjustment.

1. Instructional staff should consult with the guidance counselor regarding their concern for the emotional, behavioral and social well-being of individual students
2. Guidance counselor will obtain consent from parents for **on-going counseling sessions** with students
3. Request for guidance services can be initiated in either verbal or written form to the building principal or guidance counselor by parent, teacher or student
4. On-going parental communication will be initiated for maximum therapeutic benefit

Crisis Intervention:

When a student is experiencing a crisis situation, the guidance counselor, school psychologist and/or school social worker will meet with the student to assess the urgency and provide immediate assistance. Parents will be notified in all crisis situations. Crisis intervention personnel will inform the Building Principal, Director of Special Services and/or School Nurse as appropriate. If there is a suspicion of child abuse or neglect, the guidance counselor, school psychologist, school social worker, and any other member of the school staff, as mandated reporters, will follow the state mandate regarding reporting.

The guidance counselor, school psychologist, school social worker, and/or behaviorist will inform instructional staff specific information and details regarding a student's behavioral intervention plan.