

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: PUPIL SERVICES

ADOPTED: June 19, 2003

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">112. PUPIL SERVICES</p> <p>Guidance counseling is concerned with the educational, vocational, personal, social and emotional development of all enrolled students. Services are available to all students regardless of race, color, national origin, sex or handicap/ disability.</p> <p>Within the program there is a coordinated plan involving the cooperation and active participation of students, staff, parents, and community. The counselor is the key figure and resource person working directly with students, teachers, administrators and parents in helping young people in the process of meeting their needs and reaching their potential.</p> <p>The Guidance department will implement activities and programs designed to achieve the following objectives:</p> <ol style="list-style-type: none"> 1. Assist participating school guidance personnel in identifying and encouraging the enrollment of pupils who will benefit from the courses provided at the vocational-technical school. 2. Assist participating school guidance personnel in providing pupils with information necessary for appropriate vocational planning. 3. Continue to generate a system of communications to keep staff personnel, teachers, potential pupils, parents and community organizations informed of the opportunities available at the school. 4. Provide necessary guidance services for pupils while they are at the school. 5. Encourage and assist pupils in continuing their education. 6. Aid pupils in entry level occupational placement. 7. Maintain cumulative records for each pupil attending the school, short-term and long-term.
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<p>2. Guidelines</p> <p>PA Code Title 22 Sec. 4.34, 7.1 et seq</p> <p>Joint Operating Committee Policy 103</p>	<p>8. Conduct follow-up activities of graduates to determine the effectiveness of instruction, orientation, and counseling services.</p> <p>The school’s program of guidance counseling shall:</p> <ol style="list-style-type: none">1. Involve all staff members at every appropriate level.2. Honor the individuality of each student3. Be integrated with the total educational program.4. Be coordinated with available resources of the community.5. Cooperate with parents and share their concern for the development of the student.6. Provide means for sharing information among appropriate staff members in the best interests of the student.7. Be available equally to all students.8. Establish a referral system that utilizes resources offered by the school and community, guards the privacy of the student, and monitors the effectiveness of such referrals.
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