

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: GUIDANCE COUNSELING

ADOPTED: June 19, 2003

REVISED: April 20, 2006

112. GUIDANCE COUNSELING	
<p>1. Purpose Pol. 103</p>	<p>The Joint Operating Committee is concerned with the educational, career and technical, personal, social and emotional development of all enrolled students. Services shall be available to all students.</p>
<p>2. Authority Title 22 Sec. 4.34, 7.1 et seq</p>	<p>The Joint Operating Committee directs that within the program there shall be a coordinated plan involving the cooperation and active participation of students, staff, parents/guardians, and community. The counselor is the key figure and resource person working directly with students, teachers, administrators and parents/guardians in helping young people in the process of meeting their needs and reaching their potential.</p>
<p>3. Delegation of Responsibility</p>	<p>The Guidance department shall implement activities and programs designed to achieve the following objectives:</p> <ol style="list-style-type: none"> 1. Assist participating schools guidance personnel in identifying and encouraging the enrollment of students who will benefit from the courses provided at the career and technical school. 2. Assist participating school guidance personnel in providing students with information necessary for appropriate career and technical planning. 3. Continue to generate a system of communications to keep staff personnel, teachers, potential students, parents/guardians and community organizations informed of the opportunities available at the school. 4. Provide necessary guidance services for students while they are at the school. 5. Encourage and assist students in continuing their education. 6. Aid students in entry level occupational placement. 7. Maintain cumulative records for each student attending the school, short-term and long-term.

112. GUIDANCE COUNSELING - Pg. 2

<p>4. 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 student.3. Be integrated with the total education program.4. Be coordinated with available resources of the community.5. Cooperate with parents/guardians 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.
--	--