

# ALMOND-BANCROFT SCHOOL DISTRICT GUIDANCE AND COUNSELING PROGRAM

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A comprehensive and sequential program of developmentally-based guidance and counseling services shall be maintained in grades kindergarten through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services (e.g., planned opportunities for professional development, consultation, and collaboration).

Guidance and counseling services shall be planned and provided by District guidance counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall involve and seek the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

The general goals and functions of the District's guidance and counseling program, which shall be reflected in a Board-approved plan for such services, shall be:

1. Personal and social development, including the following:
  - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and weaknesses, aptitudes, needs, interests and worth as unique individuals.
  - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
  - c. Assist students in developing problem-solving and decision-making skills.
  - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.
2. Academic development and planning, including the following:
  - a. Assist students in understanding educational requirements and options.
  - b. Assist students in understanding and resolving educational difficulties.
  - c. Assist students in accepting increased responsibility for their educational and life-planning goals.

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3. Career development and planning, including the following:
  - a. Assist students by helping them develop positive work traits.
  - b. Assist students in exploring various career options.
  - c. Assist students in developing career interests.
  - d. Assist students in learning career decision-making skills.

Staff members who provide guidance and counseling services are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

## Legal References:

### Wisconsin Statutes

- [Section 115.28\(59\)](#) [academic and career planning]  
[Section 118.01\(2\)\(d\)](#) [educational program goals related to personal development]  
[Section 118.125](#) [maintenance and confidentiality of student records]  
[Section 118.126](#) [privileged communication about student alcohol and other drug problems]  
[Section 118.295](#) [liability exemption for suicide intervention]  
[Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

### Wisconsin Administrative Code

- [PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]  
[PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]

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## **Federal Laws and Regulations**

[Family Educational Rights and Privacy Act](#) [federal student records law]

[34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]

[34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

## **Cross Reference:**

342.3 Gifted and Talented Program

346 Student Testing Programs

347 Student Records

411-Rule, Student Discrimination Complaint Procedures

456 Student Assistance Program

460 Student Scholarships and Awards

**Frist Reading: 6/9/87**

**Revised: 8/15/07**  
**7/18/12**