



## **COUNSELING POLICY AND PROCEDURES**

*Summary of the School Counseling Division at Dasman Bilingual School:*

### *Mission:*

- *Address academic, career, social, and emotional development of all students.*
- *Align services with the school's educational mission.*
- *Provide direct and indirect counseling initiatives.*
- *Collaborate with administrators, teachers, parents, and community members to develop, deliver, and assess the program.*

### *Core Values:*

- *Create a safe, supportive, and caring environment for students.*
- *Allow students to address concerns without fear of rejection or criticism.*
- *Equip students with tools for effective citizenship in a global society.*

### *Philosophy:*

- *Meet the diverse needs of all students.*
- *Treat every student with dignity, regardless of race, color, creed, or nationality.*
- *Focus on personal and academic success, high self-esteem, and social comfort.*
- *Prioritize the individual needs of each student.*

## **Aims and Objectives of the School Counseling Program:**

### *Goals of the Program:*

- *Address the academic, career, personal, social, and emotional development of all students.*
- *Create a school climate conducive to the learning needs of students.*
- *Provide classroom guidance to teachers, directly related to student needs.*
- *Help students acquire attitudes, knowledge, and skills for effective learning in school and beyond.*
- *Lead efforts to ensure students benefit from effective strategies and services.*

### *Focus of the Program:*

- *Support the intellectual, human, social, and emotional development of students.*
- *Empower students to become responsible, productive citizens.*
- *Enhance student development and contribute to the creation of enabling school culture.*
- *Focus on positive change for students.*

### *Approaches Used:*

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- *Classroom instruction, appraisal, consultation, counseling, coordination, and collaboration.*
- *Use of personality and career assessment tools to explore career and college needs/interests.*

## **Role and services of a School Counselor**

### *Primary Role:*

- *Encourage and support students' academic, career, social, and personal development.*
- *Advocate students and collaborate with stakeholders to meet student needs.*

### *Key Responsibilities:*

- *Counseling: Assist students with personal, social, emotional, and behavioral issues affecting education and vocational goals.*
- *Crisis Intervention: Provide support during difficult situations at school.*
- *Collaboration: Work with parents, teachers, administrators, and professionals to address academic and behavioral concerns.*
- *Student Records: Maintain accurate student records as required by regulations.*
- *Academic Guidance: Help students prepare for future educational opportunities and overcome challenges.*
- *Assessments: Evaluate students' abilities, interests, and personalities using various tools.*
- *Consultation: Provide guidance to school staff, students, and parents regarding individual and group needs.*
- *School-Wide Programs: Conduct lessons on decision-making, relationships, career exploration, and conflict management.*
- *Individual & Group Counseling: Provide crisis counseling, small group sessions, and referrals to external agencies as needed.*
- *Referral System: Manage and communicate counseling referrals for students.*
- *Academic Monitoring: Track student performance and intervene when necessary.*
- *Parent Engagement: Communicate with parents about their child's needs and provide resources like parenting skills training.*
- *Program Evaluation: Review and improve counseling programs based on feedback and audits.*
- *Orientation & Transitions: Assist with new student orientations, campus tours, and transition planning.*
- *Career & College Resources: Maintain information on careers, college scholarships, and community resources.*
- *Professional Development: Participate in activities to enhance knowledge and skills.*
- *Test Coordination: Manage school testing programs and help interpret results for students and parents.*
- *Interventions: Provide academic, social, and behavioral interventions tailored to student needs.*
- *Prevention Programs: Implement programs addressing bullying, personal safety, and other issues.*

- *Post-Secondary Planning: Guide students and families through college, career, and post-secondary planning such as:*
  1. *College Aspirations*
  2. *Academic Planning for Career and College Readiness*
  3. *Enrichment and Extracurricular Engagement*
  4. *College and Career Exploration and Selection Processes*
  5. *College and Career Assessments*
  6. *College Affordability Planning*
  7. *College and Career Admission Processes*
  8. *Transition from High School Graduation to College Enrollment*

**Delivery System**

The school counseling program has four components:

- *Student Development (Guidance) Curriculum*
- *Individual Student Planning*
- *Responsive Services*
- *System Support*

The chart below gives examples of activities that correspond with each component.

<b>GUIDANCE CURRICULUM:</b> <i>Standards-based lessons and activities</i>	<b>INDIVIDUAL PLANNING</b> <i>Advising interventions focused on planning and decision making</i>	<b>RESPONSIVE SERVICES</b> <i>Services that address immediate crisis needs of students</i>	<b>SYSTEM SUPPORT</b> <i>Activities to establish, maintain, and enhance the program</i>
<b>Purpose:</b> <i>Student acquisition and application of skills for success in school, workplace and life.</i>	<b>Purpose:</b> <i>Assisting students with educational and career planning.</i>	<b>Purpose:</b> <i>Short term intervention to stabilize school-specific situations that disrupt student learning.</i>	<b>Purpose:</b> <i>Program management, enhancement, evaluation</i>
<b>Activities:</b> <i>-Classroom Guidance -Small Group Sessions -School-wide Character Education</i>	<b>Activities:</b> <i>-Personal, Academic and Career Goal Setting -Behavior Plans -Observations -Individual Sessions</i>	<b>Activities:</b> <i>-Crisis Management -Consultation -Referrals</i>	<b>Activities:</b> <i>-Program Development -Professional Development -Staff/Community Relations -Committees</i>

The table below is the suggested time allocations for counselors provided by American School Counselor Association (ASCA):

<b>Delivery System Component</b>	<b>Elementary School % of Time</b>	<b>Middle School % of Time</b>	<b>High School % of Time</b>
<i>Curriculum</i>	<i>35-45%</i>	<i>25-35%</i>	<i>15-25%</i>
<i>Individual Planning</i>	<i>5-10%</i>	<i>15-25%</i>	<i>25-35%</i>
<i>Responsive Services</i>	<i>30-40%</i>	<i>30-40%</i>	<i>25-35%</i>
<i>System Support</i>	<i>10-15%</i>	<i>10-15%</i>	<i>10-15%</i>

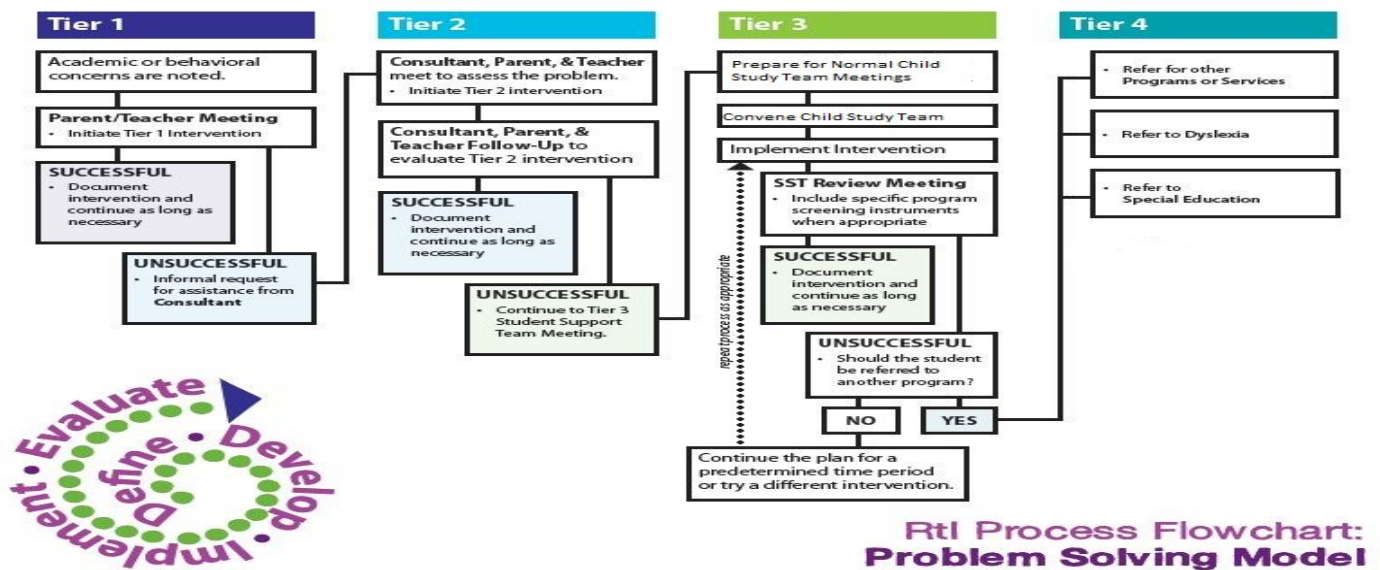
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## Services

- Classroom Guidance
- College Readiness Preparation
- Crisis Management & Counseling
- Group Sessions
- Individual Counseling
- New Student Orientation
- New Teacher Orientation
- Provide Behavior and Academic Interventions
- Short-Term Therapeutic Counseling
- Transitional Programs

## Referral Procedures

The following procedures should be followed when teachers refer students for academic and/or behavior concerns.



## Program Support

All counselors are members of the Kuwait Counselor's Network that meets monthly to provide information about a variety of topics. Resources (funding and time) should also be provided by administration to attend professional development at least once a year.

## DOCUMENT CONTROL

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### **COMPLIANCE**

***Compliant with***

*Local legislation, CIS & NEASC*

### **AUDIENCE**

***Internal***

*All Counselors in Dasman Bilingual School*

### **VERSION CONTROL**

***Author***

*Counselors*

***Implementation***

*Annually-August to June*

***Review date***

*1<sup>st</sup> June Annually*