



COUNSELING POLICY AND PROCEDURES

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 the 21st century student.
- 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:

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

Cognita: Thrive in a rapidly evolving world

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.
- Provide student support for all safeguarding concerns.

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 intervention 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.

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

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

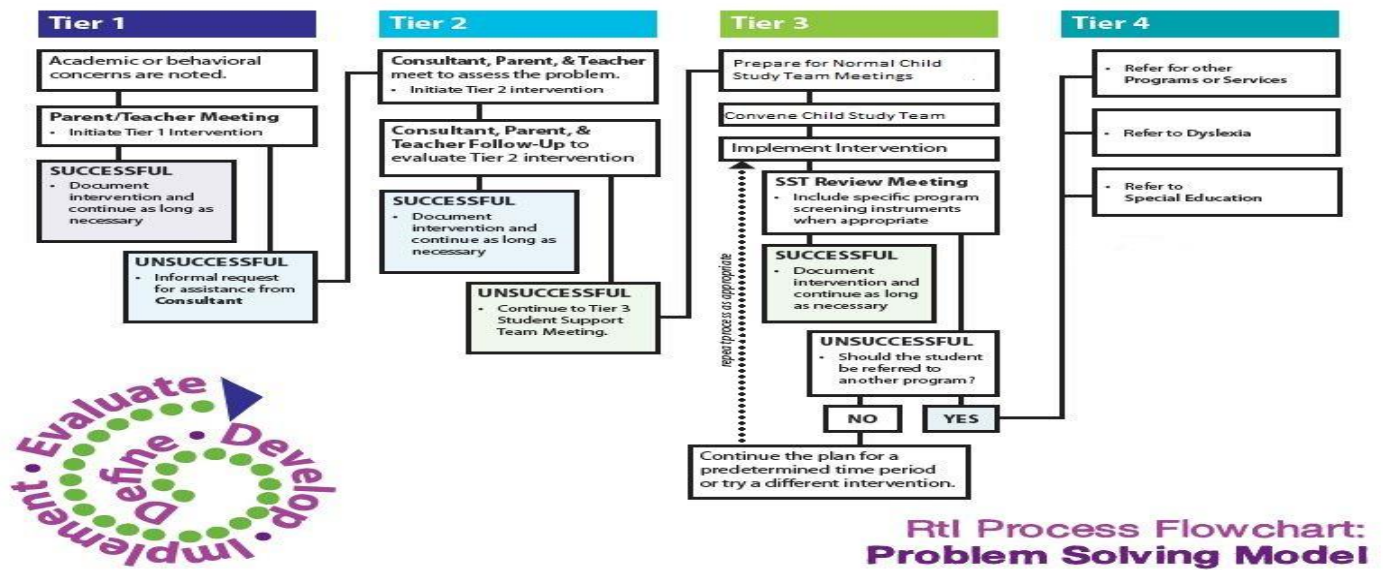
Delivery System Component	Elementary School % of Time	Middle School % of Time	High School % of Time
Curriculum	35-45%	25-35%	15-25%
Individual Planning	5-10%	15-25%	25-35%
Responsive Services	30-40%	30-40%	25-35%
System Support	10-15%	10-15%	10-15%

Services

- Classroom Guidance
- Observation in various settings
- 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 to 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

COMPLIANCE	
<i>Compliant with</i>	Local legislation, CIS & NEASC

AUDIENCE	
<i>Internal</i>	All Counselors in Dasman Bilingual School

VERSION CONTROL	
<i>Author</i>	Counselors
<i>Implementation</i>	Annually-August to June
<i>Last Reviewed</i>	1 st June 2026
<i>Review date</i>	1 st June Annually