

**Communication Plan for School Counsellor
2014 – 2015
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A. Overview

The Guidance Program is a total school program with defined outcomes and benefits for all students. The program provides direction by helping students acquire knowledge, attitudes, strategies and skills in four program domains:

- Personal – to understand and appreciate oneself
- Social – to relate effectively to others
- Educational – to develop appropriate educational plans
- Career – to develop life and career plans

Curriculum and service components are included in four key areas:

- Guidance curriculum
- Life/career planning
- Professional services
- Program management

Four key structural cornerstones ensure that program objectives that address specific student needs are consistent with provincial guidelines. These cornerstones include the following:

- a program advisory committee
- a needs assessment process
- a program evaluation process
- a professionally qualified counsellor

The role of the counsellor at Hebbville Academy includes but may not be limited to the following responsibilities:

- ✓ Acting as a student advocate
- ✓ Providing individual and group counselling and guidance to students as requested and/or required
- ✓ Acting as a resource to teaching staff regarding guidance & counselling information
- ✓ Coordinating curriculum related awareness programs at all grade levels
- ✓ Liaising with and referring students to community agencies where necessary
- ✓ Registering new students and providing support to them and their families
- ✓ Organizing and coordinating orientation program for students coming into school in Grade 6; in addition coordinating information sessions for parents of the same
- ✓ Visiting feeder schools to provide general info about Hebbville Academy
- ✓ Preparing and submitting referral forms for testing and requests for information from outside agencies

- ✓ Participating in Core PPT, Individual PPT (as required), Transition Planning Team and grade level and team meetings
- ✓ Assisting with identification of at-risk students to promote successful program planning
- ✓ Providing information to and consulting with parents regarding academic, social or personal progress of their child
- ✓ Maintaining Guidance Centre including CUM & confidential records
- ✓ Providing Peer Mediation training for students and coordinate the program
- ✓ Coordinating Peer Support, Buddy and Tutoring programs, including teaching Grade 9 elective, Peer Tutoring
- ✓ Coordinating the Grade 9 elective Program

B. Assessment of Student Learning

- Participation in relevant components of Guidance Program
- Follow-up on assigned tasks related to curriculum & service components
- Participation of Grade 6-9 students in Peer Helper Program
- Input from tutees, teachers and Guidance Counsellor (written and anecdotal) on the performance of Grade 9 Peer Tutors
- Feedback from staff, parents and community members on the delivery of the Comprehensive Guidance and Counselling Program
- Input from representatives from community agencies and feeder schools with whom the Counsellor has liaised and worked
- Attendance at individual, group, grade level and grad meetings

C. Evaluation Procedures

The Program and all students who participate in it either directly or indirectly will be evaluated according to Section B

D. Formal & Informal Communication

- Phone Calls
- Memos, newsletters and correspondence
- Student Profiles, meeting notes, PPT, MH & CS Referrals
- Handouts related to Peer Helper, Mediator and Tutor training

E. Parent Contact

- Telephone
- Letter
- Office
- Colleagues
- E-Mail