

NIMS Parents, Students and Staff Guidance & Counseling Policy

Background:

Guidance and counseling is primarily concerned with helping each individual towards the higher level of personal planning, decision making and development within the context of social opportunities and freedom on the one hand and social realities and responsibilities on the other hand. Thus the process of guidance and counseling involves creating an awareness in the individual of his/her strengths, potentials and limitations, acceptance of things he/she cannot change and being self-directing in solving problems, making choices and decisions. It requires a joint responsibility of people at home (parents and siblings), school (teaching and non-teaching staff, peers, administration) and society including workplace. They have to provide conditions which help individual acquire ability to take right decision and contribute maximally. Therefore, the school holds an important position in guiding people especially children. The counseling and guidance program in schools in our school not only limited to students rather it is extended to staff and the parents as well.

Purpose:

This policy provides teachers, students and parents with information on the role of the School Counselor, provisions of guidance and counseling in school, guidelines to ensure appropriate interventions for students with academic, emotional, social and psychological problems.

Operational Definitions:

Counseling; Counseling is an interactive learning process between counselor and student, whether individual or group, which approaches, in a holistic way, personal, educational and/or vocational issues.

Client: A student, staff or parent in need of counseling services.

Confidentiality: The assurance that information shared during counseling will not be revealed without the written consent of the client.

Counseling Process: The period between a contract and termination of therapy. It involves three phases, namely, Exploration, Understanding and Action.

Counseling Professional Ethics: Principles, standards and guidelines that regulate the counseling practice.

Guidance: Provision of psycho-education by a counselor and Psychologist

Vocational guidance: Many school counselors' help students prepare for college or select careers.

Special needs services. : Counselors often help special needs students integrate into classrooms and may oversee programs that address requirements for students with special needs or learning difficulties

Aims and Objectives:

I)Academic Achievement

To enhance student achievement to reach requirements for high school graduation and post-secondary success; school counselors will provide individual and/or small group counseling, classroom guidance, prevention education and student-centered interventions.

II) Personal and Social Development:

To promote the personal/social development of students in a safe, inclusive learning environment; school counselors will provide individual and/or small group counseling, classroom guidance, prevention education and student-centered interventions.

III) Career Guidance:

School counselors provide prevention education, individual/small group counseling, classroom guidance and student-centered interventions to provide a foundation for students to understand their interests, abilities and challenges.

Roles and Responsibilities of Committee Members:

The roles of the committee members are briefly highlighted in the identification section above. The individual roles of each committee member will be as:

Principal: The Principal has the highest authority in taking decisions regarding disciplinary issues and recommendations for guidance and counseling for parent, students and staff.

Admin and APR Managers: The management of supporting staff, their complaints, disciplinary issues and issues related to school property and equipment's are dealt by the Admin Managers. The counselor's and HoS's also play a key role in cases where students and staff conflicts, complaints, inappropriate behaviors and students' indiscipline are involved.

HoS's: The HoS's play a key role in dealing with the complaints. They along with counselors call parent meetings, meetings with staff and arrive at best possible course of action with regards to student, parent and staff guidance, counseling and disciplinary issues.

Counselor (s): The Counselor's play a vital role in student, staff and parental guidance and counseling as well as dealing with disciplinary issues.

Supervisor(s): The Supervisors' have an integral role to play in the implementation of Student, Staff and Parent Guidance and Counseling Policy. The Supervisors are the first ones in the referral chain and they decide about the severity of the cases and referral of the same to Counselors, HoS and Principal. In addition they take care of the day to day decorum of the school, assignment of duties at the time of opening and dispersal of students from school, prayer and assemblies as well.

Glossary of Terms;

SEND: Special Educational Needs and Disabilities

SwD: Students with Determination

HoS: Head of the Section

IL: Intimation Letter

TC: Transfer Certificate