



Capital School District

Board of Education Policy

Section: Student
Title: Guidance Policy
Policy #: 700-14
Date Approved: 12/05/12
Date Revised: 10/17/12

Purpose:

To provide a policy to improve student capability.

GUIDANCE PHILOSOPHY

Our philosophy is that it is our duty to try to improve the capability of the individual to understand self and environment and to deal with self-situational relations for greater personal satisfaction and social usefulness in the light of social and moral values.

Our basis for policy:

1. The process of guidance shall be continuous and cumulative.
2. All personnel in the school shall contribute to guidance processes on the basis of assigned responsibilities.
3. Professional guidance personnel shall conduct guidance activities toward attainment of definite outcomes.
4. Individual freedom of choice shall be honored and aided.
5. The program of guidance procedures shall be systemically planned and conducted in accordance with policy.

FUNCTIONS OF GUIDANCE

Various types of individual services shall be rendered to pupils in order to help them gain the most from their school experiences. These shall include appraisal (testing, recording and reporting to parents), counseling, giving vocational information, educational planning and placement at the termination of public schooling. These functions shall be the joint concern of the instructional staff.

RECORDS OF GUIDANCE

Each school shall maintain a cumulative case history of each pupil in the school from the time that the pupil is enrolled so that counseling and guidance of each pupil may be as effective as possible.