

Plainfield Public School District School Counseling Department

Standard Operating Procedures

Introduction and Purpose:

The Plainfield Public School District School Counseling Department has the mission to move EVERY Plainfield Public School scholar forward by providing education and advocacy. We believe in the development of the whole child as we understand the importance of supporting the importance of school counseling in supporting students' academic, social, emotional, and personal growth. We want to ensure a safe space for this development for ALL of our students. Through the implementation of a comprehensive school counseling that provides services to support the development of academic growth, goal-setting, decision making and interpersonal skills. Professional School Counselors [PSCs] strive to improve outcomes for all students during and beyond post-secondary education. This will all be done in collaboration with parents, teachers, staff members, administrators, community members and other stakeholders who are in tandem for the best interest of our students.

Roles and Responsibilities:

School counselors design and deliver school counseling programs that improve student outcomes.

They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

Confidentiality and Privacy:

School counselors recognize their primary obligation regarding confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives (ASCA, 2016).

Assessment and Intervention:

Every scholar will develop a Personalized Learning Plan [PLP] with their Professional School Counselor. This PLP will gauge the academic status of each student to determine the best educational strategies and supports. The PLP will allow ongoing monitoring of student academic progress. This system will allow students to receive a prescriptive approach to their learning needs, including necessary interventions.

Moreover, it gives students ownership over their learning process, as they are involved in the planning and continued progression of the PLP.

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Parent and Teacher Collaboration:

Professional School Counselors will collaborate with parents, guardians, and teachers to address students' needs and concerns effectively. Moreover, PSCs will serve as a primary advocate for students as it relates to all aspects of academic growth and development.

Professional Development:

The Plainfield Public School District School Counseling Department is aligned with the American School Counselor Association (ASCA). That includes a 2-year district-wide ASCA training program. The Professional School Counselors will be trained to work using S.M.A.R.T. goals and to operate in alignment with Plainfield Public School District Goals. In addition to the ASCA partnership, PSC will receive district sponsored professional development and have access to professional development opportunities outside of the district.

Ethical Guidelines:

As outlined by the American School Counselor Association:

School counselors demonstrate the belief that all students have the ability to learn by advocating for and contributing to an education system that provides optimal learning environments for all students.

The Plainfield Public School District School Counseling Department will adhere to the American School Counselor Association (ASCA) Ethical Standards for School Counselors.

<https://www.schoolcounselor.org/getmedia/44f30280-ffe8-4b41-9ad8-f15909c3d164/EthicalStandards.pdf>