



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.09 GUIDANCE AND COUNSELLING – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		IN	I	D
SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: APRIL 28, 2014	REVIEW FREQUENCY: EVERY 5 YEARS			

PREAMBLE

School Counselor reports to the campus Principal and is responsible for assisting the Principal in meeting the developmental needs of the students.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. COUNSELING SERVICES

- a. Richmond Christian School provides access to a certified professional counselor for students who may require additional private support and encouragement.
 - i. The counselor is called to provide confidential, genuine support to students who may be struggling with personal issues. However, as resources may be limited, alternate arrangements will be recommended for students who would benefit from support with a long term perspective in mind.
- b. Appointments may be made by students with the counselor directly or on the recommendation of a parent or staff member, in consultation with the Principal, who believes the student may benefit from additional support.
- c. Counseling services are provided to students on a confidential basis however, the Counselor is called to adhere to all professional expectations for their accreditation and Richmond Christian School policies and procedures in relation to working with minors. Additional policies that are relevant when considering guidance and counseling at Richmond Christian School may include:
 - i. *04.04 Reporting Abuse of a Minor;*
 - ii. *01.07 Community Standards;*
 - iii. *01.06 Professional Standards;*
 - iv. Codes of Conduct; and
 - v. *01.04 Purpose and Goals of Education.*

2. STUDENT-COUNSELOR RATIO

In order to ensure access to personal counseling for students a recommended student-advisor ratio is ideally .2 FTE per 500 students.

3. JOB DESCRIPTION

A job description for the Guidance and Counseling position will be reviewed with this policy review.