

### **GUIDANCE SERVICES**

The Holmdel Township Guidance Program shall be incorporated into the district's educational program to aid pupils in making informed and responsible decisions and in using effective decision-making processes. The Guidance Program shall be developed and coordinated by the Superintendent in consultation with teaching staff members he/she has identified as possessing necessary skills and abilities, to help pupils acquire the insights and knowledge they need to become autonomous, mature members of adult society in a democratic nation.

The purpose of the Guidance Program shall be to help pupils in learning to make their own decisions concerning life's many choices -- educational, career/vocational, and personal.

The Guidance Program shall provide, as fully as possible, the information needed to make the best decisions concerning the pupil's educational program. Such information shall include facts such as test scores, grades and educational history. Pupil records may also include anecdotes, but shall not carry judgments, opinions and other advice.

Pupils shall be encouraged to avail themselves of the help of the Guidance Department's personnel. The Guidance Department in the high school shall encourage the visits of educational and occupational representatives, including military recruiters. The administration shall have a positive attitude toward granting permission to seniors to visit schools, colleges and places of employment during school time. Pupils must have prior approval of the Guidance Department for the scheduled visit.

Pupils shall be aided in finding part-time jobs when in school, and permanent employment upon graduation.

Guidance Services shall include the establishment of a referral system which guards the privacy of the pupil and monitors the efficacy of such referrals, when district resources need supplemental support. However all district personnel shall be involved as necessary in the Guidance Program including but not limited to: Child Study Team, Substance Awareness Coordinator, Pupil Assistance Committees, Peer-to-Peer Trainers and participants, Director of Guidance, Guidance Counselors, Administrators and Teachers.

The goals of the Holmdel Township Guidance Program shall be:

1. To help each student discover his/her abilities and potentialities in school life, and to encourage him/her to work to his/her academic and social capacity;

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2. To assist the student in a wise choice among the available school subjects and in the development of good relationships with his/her teachers;
3. To secure information on the student's academic ability, aptitudes, occupational interests, and academic achievement through objective tests;
4. To accumulate records concerning the student in order to be able to interpret his/her abilities and potentialities to him/her, his/her parents/guardians, his/her teachers, future employers, and college admission officers;
5. In the high school, to provide the student and parents/guardians with information on colleges and vocations; to aid students in finding part-time jobs when they are in school; and to provide the student with job placement services upon graduation;
6. To assist students in successfully dealing with the college admissions process and in achieving admissions to an appropriate institution of higher learning;
7. To familiarize parents/guardians with the availability of financial aid and with the process for obtaining such aid;
8. To bring to the attention of students the offerings of community agencies such as "Y" clubs, hospital aide clubs, New Jersey employment services, etc.;
9. To help students become worthy citizens and cooperating members of society;
10. To aid the classroom teacher in discovering and using opportunities for guidance;
11. To coordinate the guidance opportunities and services of the school system;
12. To interpret the guidance program to parents/guardians and the community; and
13. To be pro-active in identifying providing services to special needs populations including, but not limited to: gifted/talented, at risk, special education, limited English proficient and the disaffected.

**Source:** Regular Board Meeting

**Date:** October 18, 1989

**Revised:** May 28, 1997

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:7A	Major elements; guidelines
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:7A-5e	
	<u>N.J.S.A.</u> 18A:35-4.2	Career development program

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Legal References: (Cont.)

<u>N.J.S.A.</u>	18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u>	18A:36-19.1	Access for military recruiters
<u>N.J.S.A.</u>	18A:38-36	Employment certificates to part-time pupils; revocation
<u>N.J.S.A.</u>	18A:46-5.1	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C.</u>	6:3-6.1 <u>et seq.</u>	Pupil records
<u>N.J.A.C.</u>	6:4-1.5 (g, h)	School and classroom practices
<u>N.J.A.C.</u>	6:8-1.1	Words and terms defined
<u>N.J.A.C.</u>	6:8-4.7	Pupil behavior
<u>N.J.A.C.</u>	6:28-3.1	Child study teams
<u>N.J.A.C.</u>	6:29-6-1 <u>et seq.</u>	Substance abuse

Manual for the Evaluation of Local School Districts  
(June 1993)**Possible**

<b>Cross References:</b>	5000	Concepts and roles in pupil personnel
	5010	Personal goals and objectives for pupils
	*5020	Role of parents/guardians
	*5113	Absences and excuses
	*5114	Suspension and expulsion
	*5120	Assessment of individual needs
	*5124	Reporting to parents/guardians
	*5125	Pupil records
	*5131	Conduct/discipline
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*6142.12	Career education
	*6145	Extracurricular activities
	*6146	Graduation requirements
	*6164.4	Child study team
	*6171.1	Remedial instruction
	*6171.2	Gifted and talented
	*6171.4	Special education
	*6172	Alternative educational programs
	*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.