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**Board Governance Policy Cross Reference:** [1, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Appropriate Educational Programming and Inclusion](#)

[Outside Agency Involvement](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Manitoba Sourcebook for School Guidance and Counselling Services](#)

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The Interlake School Division (ISD) supports the use of school guidance and counselling services to enhance and promote student learning and well-being. These services are designed to provide supports and resources to students at all grade levels, to their families, and to educators. They are intended to facilitate the educational, personal, social, emotional, and career development of students in schools and in the community.

Guidance and counselling personnel, referred to as school counsellors, will implement school-based guidance programs based on the [Manitoba Sourcebook for School Guidance and Counselling Services](#).

School counsellors provide a continuum of preventive, developmental, and intervention services within educational settings and facilitate referrals to community resources. They are members of the student services team. The school counsellor's role includes:

- counselling;
- education;
- assisting in the development of effective behavioural change;
- school-based consultation, planning, and coordination within and beyond the school setting in the best interest of students.

The following descriptions outline four core services that school counsellors can provide within the school setting. These descriptions are intended to be used as guidelines for counsellors, administrators, and school staff in determining the specific role that a counsellor will perform in a particular school.

Educational services rely on a team approach. The primary differences between the work of Early Years, Middle Years, and Senior Years school counsellors is not in what they do, but how they do it.

## 1. Counselling

School counselling functions may include individual, group, and class work to provide both an intervention and prevention service. The intention of the counselling service is to:

- respond to emotional, social, intellectual, academic, career, physical, safety, and health needs in a developmentally appropriate manner;
- provide an environment that is conducive to self-exploration in order to develop an awareness of personal uniqueness;
- promote personal and social development appropriate to developmental stages;
- help students, through their families and their community, grow in areas such as self-esteem and individual responsibility, and in skills such as decision making and social relationships; and/or
- support and enhance a student's academic progress through a variety of activities which may include individual assessments, goal setting, instruction in study habits and organizational skills, and assisting with the development of Student Specific Plan (SSP).

## 2. Prevention

School counsellors may develop and implement plans and programs to facilitate student success in three ways:

- as part of a school team process;
- as part of a student support team process;
- as part of an individual counselling process.

These plans and programs may include prevention services. Prevention services are proactive counsellor interventions that may be described as follows:

- a) The Tier 1 Intervention strategies focus on preventing a problem from occurring. The emphasis is on enhancing positive school climate. One example may be a school program to facilitate a safe school environment.
- b) The Tier 2 Intervention strategies focus on early indicators of problems. The goal is to intervene to shorten the duration or lessen the impact of a problem. Examples may include intervening with a student at risk of not graduating, supporting students new to Manitoba, and helping a student apply conflict resolution skills.
- c) The Tier 3 Intervention strategies focus on minimizing the immediate consequences of an existing severe problem. The emphasis is on intervening to regain control over a situation so remediation and prevention strategies can be developed, implemented, and assessed. Examples may include transitional counselling and planning for a student facing suspension from school and the re-integration of the student following suspension, stabilizing a student who is suicidal, and de-escalating a student exhibiting explosive behaviour.

### 3. **Guidance Education**

School counsellors may provide direct instruction to students in areas such as peer helping, conflict resolution, social skills, career exploration, and healthy lifestyle choices. As well, school counsellors provide support to other educators in implementing personal planning, promoting positive school climates, and enhancing the emotional/social well-being of students.

### 4. **Coordination**

School counsellors consult and plan collaboratively with students, other educators, the school-based and Division student services team, parents, and other community agencies and external professionals in planning goals and effective strategies to promote the emotional, intellectual, social, academic, and career development of students. Consultation may focus on students' individual needs or on school, division, or community programs or services.