

**St. Matthew Catholic School, San Antonio, Texas
2017-2018 Student- Parent Handbook**

GUIDANCE AND COUNSELING

- **Archdiocese of San Antonio Policy - Counseling Services on Campus**
- **St. Matthew Catholic School Counseling and Guidance Program**

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8500 COUNSELING

***8501 COUNSELING SERVICES ON CAMPUS**

Per TCCED, schools must have a systematic guidance program throughout all grade levels.

Schools must provide parents and the school community written notification of counseling services available on campus using the parent/student and employee handbooks.

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Comprehensive Guidance and Counseling Program
St. Matthew Catholic School

- I. Guidance Curriculum
- II. Responsive Services
- III. Individual Planning
- IV. System Support
- V. Parent/Student/Teacher Requests

The Counseling and Guidance Program at St. Matthew Catholic School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support.

I. Guidance Curriculum

Guidance content is provided in a systematic way to all students. The purpose is to promote healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided to students once per week by either the student's religion teacher or the Counselor. The Counselor is responsible for implementing the appropriate Archdiocese of San Antonio approved Guidance Curriculum.

II. Responsive Services

The Counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. The Counselor utilizes effective theories and techniques to provide individual counseling services to address these concerns.

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III. Individual Planning

The Counselor provides advisement activities to guide all students to plan, monitor, and manage their own educational, career, and personal-social development. Through events such as Career Day, the Counselor works with students to set educational, career, and personal goals. Certain Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long-term goals. The individual planning component is also essential in aiding and managing transitions from one school level to the next.

IV. System Support

System support includes program management activities and other services which *indirectly* benefit students. The purpose is to provide overall school support. Specific areas addressed include consultation with teachers/administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.

V. Parent/Student/Teacher Requests

A parent may send an email, written note, or place a phone call to arrange for a meeting with the counselor or to request that the counselor visit with his/her child.

The students may initiate a visit with the counselor during the school day. Students may also be referred to visit with the counselor by a teacher or administrator.