

## **Elementary Guidance Mission Statement**

The purpose of the Oklahoma Union Elementary Schools' Guidance and Counseling Program is to assist each student to:

- **Achieve** a foundation of academic, career, and personal/social knowledge and skills
- **Believe** this foundation is necessary to reach his/her maximum potential
- **Change** his/her individual skills, knowledge, attitudes, and behaviors in order to build a successful education, career, and life

## **Elementary School Goals**

**A. Provide counseling services to students in group or individual settings that facilitate understanding of self and environment and increase the probability of student success. (A.S. VI-C1)** Includes activities such as:

1. Conflict Resolution and assertiveness skills
2. Stress management and coping skills
3. Social and communication skills
4. Anger management skills
5. Handling feelings in a healthy way
6. Time management and study skills
7. Orientation and transition to a new school

**B. Provide counseling services through a planned, sequential program of group guidance activities that enhance student self-esteem and promote the development of student competencies in the academic, personal/social and career areas. (A.S. VI- C2)** These activities focus on topics such as:

1. Effective study and test taking skills
2. Substance abuse prevention and refusal skills
3. Exploring career opportunities and interests
4. Handling anger and other feelings in positive ways
5. Appropriate ways to resolve conflict
6. Orientation and transition to a new school

**C. Consult with staff members, parents, and community resources and make appropriate referrals to other specialized persons, clinics or agencies in the community. (A.S. VI-C3)** Includes activities such as:

1. Consulting with teachers and assisting them in working with individuals and/or groups of students
2. Providing relevant materials and resources to teachers and parents
3. Serving as a liaison between the school, parents, and referral agencies
4. Interpreting standardized test results to teachers and parents

5. Consulting with specialists from community agencies
6. Consulting with parents in child-school related issues and assisting them to obtain the services their children need

**D. Coordinate and work cooperatively with other school staff, community resources, and other educational entities. (A.S. VI-C4) Activities such as:**

1. Facilitating Building Resource Committee
2. Conducting observations on individuals tested for special education
3. Serving as Building Testing Coordinator
4. Serving as a Gifted and Talented Program Coordinator
5. Participating in Open House, Parent/Teacher Conferences, PTO, and in other school-wide activities
6. Serving on the Safe and Healthy School Committee
7. Assessing the overall climate of the school and needs of the students and meeting regularly with administration to discuss findings
8. Facilitating the Academic Teams
9. Coordinating the Service Leadership Team and tutoring program
10. Coordinating programs such as Star Student and Employee of the Week
11. Working cooperatively with school staff to recognize child abuse and report suspected abuse to the appropriate agencies

**E. Conduct on-going development and assessment of counseling program**

1. Establish and utilize an advisory committee (A.S. VI-A)
2. Develop a written description of the program with special provisions for at-risk students (A.S. VI- B)
3. Participate in staff-development opportunities and provide staff development as needed.
4. Develop and follow a planned calendar of activities (A.S. VI-D)
5. Invite feedback through needs assessments, formal evaluation, and informal means to adjust the counseling services as needed to best meet staff and student needs.
6. Maintain a record keeping system in order to monitor the services being provided and the amount of time allocated to each activity for the purposes of program accountability and program evaluation.