

SVHS/JCIB COUNSELING SERVICES

The School Counseling Department at Shades Valley High School uses state and national standards to form the framework of the counseling program. Students are provided services that focus on ACADEMIC, CAREER, and PERSONAL/SOCIAL development. Services are provided through individual student and parent conferences, classroom guidance lessons, small groups, and consultations and collaboration with the Shades Valley faculty and administration.

- **ACADEMICS**

- Services provided to support and maximize each student's academic achievement include:
 - Educating parents and students about diploma options and helping students prepare a personal plan for a four year course of study.
 - Administering state graduation exams and other standardized tests and providing interpretation to students and/or parents of the results. Information on the following exams is available in the counselors' office: ACT, SAT, PSAT/NMSQT, PLAN, Alabama High School Graduation Exam (AHSGE) and any other tests as required by Jefferson County and State of Alabama Boards of Education. Advanced Placement (AP) testing is supervised by the assistant principal of instruction and International Baccalaureate (IB) exams are supervised by the International Baccalaureate School coordinator.
 - Educating students on and helping them acquire skills in time management, study skills, and test-taking skills.
 - Providing information on colleges, scholarships, and financial aid. The senior counselor and IB coordinator guide students through the college application process. The following resources are available to students and/or parents:
 - (1) College recruiters are scheduled for campus visits.
 - (2) College Application Parent Night.
 - (3) College Financial Aid Parent Night.
 - (4) SVHS website provides valuable information for college-bound students.
 - (5) Senior counselor and IB coordinator meets with all seniors one-on-one to finalize college plans.
 - (6) Computers are available in the counseling suite for students and parents to research colleges and universities and to apply online to colleges.
 - (7) A scholarship file is available in the counseling suite with scholarship offerings from individuals, organizations, companies and colleges.
 - (8) A bulletin board located outside the lunchroom displays all current scholarships and college open house information.
 - (9) Emails are sent to students and parents with up-to-date information regarding scholarships and other college information.
 - (10) JefCoEd College Fair in October.
 - (11) NACAC College Fair in September.

- **CAREERS**

- Services provided to help students make a successful transition from high school to college and/or careers include:

- Helping students identify post-secondary options consistent with their interests, achievement, aptitude, and abilities.
 - Helping students acquire knowledge needed to make informed career goals by assisting students with the "Career Cruising" software program for development of career knowledge.
 - Helping students prepare for employment by helping with résumé writing.
 - Providing opportunities for students to connect with representatives from armed forces and receive information about post-secondary vocational and technical schools.
- PERSONAL/SOCIAL
 - Services provided to lay foundations for students' personal and social growth include:
 - Providing assistance for transition from the middle school to high school and from high school to college or career.
 - New students also receive assistance for transitioning into the Shades Valley academic environment.
 - Guidance in peer to peer relationships.
 - Promoting students' self-awareness and their value as a unique individual.
 - Promoting the recognition, acceptance, respect and appreciation of individual differences.
- How to Meet with a Counselor
 - A counselor is assigned to each grade level at Shades Valley High School. Questions about services provided or additional services needed should be addressed to the counselor assigned to the student's appropriate grade level. Counselors regularly attend professional development to enhance their abilities to assist students with academic, career, and personal/social needs.
 - Students desiring to meet with a counselor can request an appointment through email, phone, or through their teacher. Parents and other visitors may contact the counselors by phone or email and schedule an appointment. In case of emergency, students may obtain a pass from their teacher and an available counselor will meet with them.
- Permanent Records
 - Permanent records for Shades Valley students are retained in the counseling suite. Permanent records for International Baccalaureate students are retained in the IB main office.
 - The permanent record card/transcript contains students' identifying information, term grades and units of credit earned. Scores from ACT, SAT, PSAT, and the Alabama High School Graduation Exam (AHSGE) tests are posted on the cumulative record card. Copies of the permanent record card/transcript may be requested for the purpose of application for college, other post-secondary schooling, or job application may be requested from the counseling office. Transcripts are \$2.00 each. After graduation, copies of a transcript may be obtained for a fee of \$3.00 each.
 - The cumulative folder contains any medical statements furnished by the student, standardized test printouts, information from any school which was previously attended, and any other pertinent information. Immunization forms are filed in the cumulative folder. It is state law that immunization forms must be up-to-date for a student to remain in school.
- Confidentiality
 - Confidentiality is an ethical term denoting a counseling practice relevant to privacy. A student who has a counseling relationship with the school counselor has the right to privacy and confidentiality. Counseling relationships require an atmosphere of trust and confidence between students and counselors. Exceptions to confidentiality exist,

and counselors will inform students when situations exist in which school counselors must inform others of information learned in counseling relationships in order to protect the students themselves or others. The school counselors inform students of the limits of confidentiality such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints. Additional exceptions to keeping private information gained in counseling relationships with students include disclosing information to parents, guardians or others when school counselors determine that students may be at risk for harming self or others. The meaning and limits of confidentiality are defined in developmentally appropriate terms to students. The school counselors consult with appropriate professionals when in doubt as to the validity of an exception and for the benefit of the students they counsel.

- o *Reworded excerpt from **The Professional School Counselor and Confidentiality** (Adopted 1974; reviewed and reaffirmed 1980; revised 1986, 1993, 1999, 2002, 2008), American School Counselor Association (ASCA), Alexandria, VA.