



The Central School Dubai
Department of Empowerment to Inclusion and Wellbeing
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TCS
PSSGCP
18-19

TCS Parents, Students and Staff Guidance & Counseling Policy 2018-19

1]. Section-A

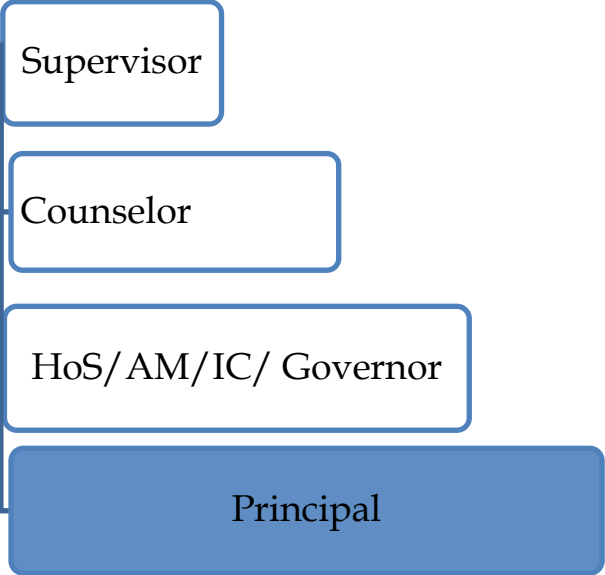
<i>Name of Policy Writer</i>	Mohd. Saleem Malik	<i>Designation</i>	Counselor
<i>Date of Policy Revision</i>	09-04-2018	<i>Date of Next Revision</i>	1-04-2019
<i>Policy Code</i>	DEIW/SPSGP/1819/02	<i>Department/Section</i>	DEIW

2]. Section-B

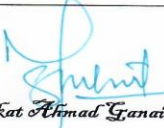


<i>Policy Title</i>	<i>TCS Parents, Students and Staff Guidance & Counseling Policy</i>
<i>Background</i>	Guidance and counseling is primarily concerned with helping each individual towards the higher level of personal planning, decision making and development within the context of social opportunities and freedom on the one hand and social realities and responsibilities on the other hand. Thus the process of guidance and counseling involves creating an awareness in the individual of his/her strengths, potentials and limitations, acceptance of things he/she cannot change and being self-directing in solving problems, making choices and decisions. It requires a joint responsibility of people at home (parents and siblings), school (teaching and non-teaching staff, peers, administration) and society including workplace. They have to provide conditions which help individual acquire ability to take right decision and contribute maximally. Therefore, the school holds an important position in guiding people especially children. The counseling and guidance program in schools in our school not only limited to students rather it is extended to staff and the parents as well.
<i>Purpose</i>	This policy provides teachers, students and parents with information on the role of the School Counselor, provisions of guidance and counseling in school, guidelines to ensure appropriate interventions for students with academic, emotional, social and psychological problems
<i>Operational Definitions</i>	Counseling: Counseling is an interactive learning process between counselor and student, whether individual or group, which approaches, in a holistic way, personal, educational and/or vocational issues.

	<p>Client: A student, staff or parent in need of counseling services.</p> <p>Confidentiality: The assurance that information shared during counseling will not be revealed without the written consent of the client.</p> <p>Counseling Process: The period between a contract and termination of therapy. It involves three phases, namely, Exploration, Understanding and Action.</p> <p>Counseling Professional Ethics: Principles, standards and guidelines that regulate the counseling practice.</p> <p>Guidance: Provision of psycho-education by a counselor</p> <p>Vocational guidance: Many school counselors’ help students prepare for college or select careers.</p> <p>Special needs services. : Counselors often help special needs students integrate into classrooms and may oversee programs that address requirements for students with special needs or learning difficulties</p>
<p><i>Introduction</i></p>	<p>We are committed to ensuring that all children in TCS learn and thrive, by providing positive and success oriented learning environments, engaging curriculum and quality teaching. TCS strives to meet each student’s academic, social, emotional and physical learning needs. Part of supporting student needs within an educational environment is the provision of guidance and counseling for the staff, students and parents as well. Counselors provide school counseling within TCS. School Counselors offer a psychological and counseling service to enhance student learning and to facilitate the development of competent and resilient children and staff members. The guidance and counseling of students as well as staff and parents is an integral component of the educational mission of our school. Guidance and counseling services and programs promote the personal/social, educational, and career development of all students. A significant proportion of school-aged children experience social, emotional, behavioral and mental health issues. These issues are likely to have a detrimental impact on a child’s or young person’s ability to engage in learning, their relationships and their personal development, and are of direct interest to schools. In TCS a positive reinforcement policy is being followed in letter and spirit wherein good behavior is identified and rewarded. This encourages students to shun negative behavior and strive towards exhibiting positive behavior.</p>

<p><i>Aims and Objectives</i></p>	<p>I) Academic Achievement To enhance student achievement to reach requirements for high school graduation and post secondary success; school counselors will provide individual and/or small group counseling, classroom guidance, prevention education and student-centered interventions.</p> <p>II) Personal and Social Development: To promote the personal/social development of students in a safe, inclusive learning environment; school counselors will provide individual and/or small group counseling, classroom guidance, prevention education and student-centered interventions.</p> <p>III) Career Guidance: School counselors provide prevention education, individual/small group counseling, classroom guidance and student-centered interventions to provide a foundation for students to understand their interests, abilities and challenges.</p>
<p><i>Identification and Intervention</i></p>	<p>Stage-1: First Time Complaint: The complaint has to be filed on a referral form with proper incident report signed by the Supervisor and then referral to the concerned SEND professional for counseling. After counseling to the parent and the student counselor will share their report with Supervisor and HoS. Depending on the need the Counselor/Supervisor/HoS can give the KHDA/Ministry Warning Letter for the student 1st and handover to the parent in person and take acknowledgement.</p> <p>Stage-2: Second Time Complaint: The complaint has to be filed on a referral form with proper incident report signed by the Supervisor and then referral to the concerned SEND professional for counseling. After counseling to the parent and the student counselor will share their report with Supervisor and HoS. Depending on the need the Counselor/Supervisor/HoS can give the KHDA/Ministry Warning Letter for the student 2nd time and handover to the parent in person and take acknowledgement.</p> <p>Stage-3: Third Time Complaint: The complaint in written form with proper incident report signed by th</p>

	<p>Supervisor and then referral to the concerned SEND professional for counseling. After counseling to the parent and the student, counselor will share their report with Supervisor and HoS, then Supervisor has to type the KHDA/Ministry Warning Letter for the student 3rd time with intimation letter stating that the student will not be allowed to register for next grade in school and handover WL & IL to the parent in person and take acknowledgement. Parents' signature has to be taken on TC format the time of 3rd warning letter. The committee will decide the course of action to be taken for the student which can be in the form of suspension, detention or discharge of the student from the school or any other action as deemed fit by the committee member.</p>
<p>Hierarchy / Escalation Chart</p>	 <pre> graph TD A[Supervisor] --- B[Counselor] B --- C[HoS/AM/IC/ Governor] C --- D[Principal] </pre>
<p>Responsible Committee Members</p>	<ul style="list-style-type: none"> • Mr. Showkat AG (Governor of I&W) • Mrs. Mala Mehra (Principal) • Mr. RSM Ghalib (Director) • Mr. Sheik Mathar (Admin Manager) • Mrs. Sangeeta (HoS AN Section) • Mrs. Ansa (HoS Primary Section) • Mrs. Arti (HoS FN Section) • Mrs. Jaseena (HoS K.G Section) • Mr. Saleem (Counselor AN Section) • Mrs. Fatima Altaf (Counselor FN Section) • Ms. Jimi Kalyani (Inclusion Champion) • Mr. Anez (Supervisor AN Section 6-12th)

	<ul style="list-style-type: none"> • Mrs. Jabeen (Supervisor FN Section 6-12th) • Mrs. Gulshan (Supervisor Primary AN Section) • Mrs. Shaheen (Supervisor FN Primary Section) • Mrs. Uzma (Supervisor K.G Section)
<p><i>Roles and Responsibilities of Committee Members</i></p>	<p>The roles of the committee members are briefly highlighted in the identification section above. The individual roles of each committee member will be as:</p> <p>Principal: The Principal has the highest authority in taking decisions regarding disciplinary issues and recommendations for guidance and counseling for parent, students and staff.</p> <p>Director: The recommendations for critical decisions such as discharge of students, termination of staff and other such important decisions are taken after recommendations from the Director.</p> <p>Admin Manager: The management of support staff, their complaints, disciplinary issues and issues related to school property and equipments are dealt by the Admin Manager. The counselor’s and HoS’s also play a role in cases where students and staff and sometimes support staff is involved.</p> <p>HoS’s: The HoS’s play a key role in dealing with the complaints. They along with counselors call parent meetings, meetings with staff and arrive at best possible course of action with regards to student, parent and staff guidance, counseling and disciplinary issues.</p> <p>Counselor (s): The Counselor’s play a vital role in student, staff and parental guidance and counseling as well as dealing with disciplinary issues.</p> <p>Supervisor (s): The Supervisor’s have an integral role to play in the implementation of Student, Staff and Parent Guidance and Counseling Policy. The Supervisors are the first ones in the referral chain and they decide about the severity of the cases and referral of the same to Counselors, HoS and Principal. In addition they take care of the day to day decorum of the school, assignment of duties at the time of opening and dispersal of students from school, prayer and assemblies as well.</p>
<p><i>Glossary of Terms</i></p>	<p>DEIW: Department of Empowerment to Inclusion and Wellbeing</p>

	<p>SEND: Special Educational Needs and Disabilities HoS: Head of the Section IL: Intimation Letter TC: Transfer Certificate</p>
References	<ul style="list-style-type: none"> • https://www.adek.abudhabi.ae/en/MediaCenter/News/Pages/The-MoE--ADEK-organize-the-2nd-Student-Guidance--Counseling-Day.aspx • http://aue.ae/guidance-and-counseling-center • <i>Public Service Guidance and Counseling Policy: Republic of Kenya, 2017</i> • <i>Florida's School Counseling and Guidance Framework: A Comprehensive Student Development Program Model, 2010</i>
Date: 09-04-18	<p> Showkat Ahmad Ganai 09/04/2018 Governor Department of Empowerment to Inclusion and Wellbeing The Central School Dubai, UAE</p>
	<p>  Signature of Principal</p>