

## GUIDANCE PROGRAM

No. 364  
(A) 1-11-93  
(R) 10-10-94  
(R) 3-9-15  
(R) 5-9-16

A continuous program of guidance services shall be maintained in grades kindergarten through twelve. The program shall be designed to:

1. Help each student develop an understanding of his/her particular strengths and weaknesses and enable him/her to develop into a responsible citizen.
2. Help each student relate his/her interests, aptitudes and abilities to a meaningful program of studies and extracurricular activities.
3. Assist the student in vocational and educational planning and in the creation of their career/educational plan.
4. Assist the student with personal concerns.

Principals and guidance counselors shall be responsible for the screening of all new students, the maintenance of student records, the testing program and student scheduling.

The guidance program shall be evaluated periodically.

The School District shall not discriminate in the methods, practices and materials used for counseling, evaluating and testing students on the basis of sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, intellectual, emotional or learning disability or handicap.

### 5. Guidance Staffing:

#### Grades K-5

1000+ students	2 full time counselors
850-999 students	1 full time and 1 75% time counselor
700-859 students	1 full time and 1 50% time counselor
450-699 students	1 full time counselor
350-449 students	80% time counselor
250-349 students	60% time counselor
under 250 students	50% time counselor

#### Grades 6-8

150-300+ students	1 full time counselor
100-149 students	75% time counselor

#### Grades 9-12

475 + students	1 full time counselor and 1 50% time counselor
150-474+ students	1 full time counselor
100-149 students	75% time counselor

Staff needs for each succeeding school year will be based on actual student enrollments on the first school day in March.

At the elementary school, actual enrollments in grades K-6 will be used to determine projections for the following year. At the junior-senior high school, present enrollments in grades 6-11 will be used to determine projections for the following year.

LEGAL REF.: Sections 118.13 Wisconsin Statutes  
121.02(1)(g)  
PI 9.03(1) of the Wisconsin Administrative Code

Cross Reference: Policy 411 – Equal Educational Opportunities  
Policy 411 – Rule – Discrimination Complaint Procedures  
Policy 411 – Exhibit – Discrimination/Harassment Complaint Form