

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 6.400

## Promoting Student Welfare

## **GUIDANCE**

Each school shall provide a school guidance program for all students in grades Pre-K - 12 through the cooperative efforts of the principal, teachers, and school counselors following the Tennessee School Counseling Model and Standards.

The principal shall oversee the school guidance program and be responsible for the development of the program which shall:

1. Aid students in academic development through the use and interpretation of test scores;
2. Act in a consultative role to teachers relative to the use of test scores and improvement of the learning environment;
3. Offer services related to the identification and placement of children with disabilities;
4. Serve in a consultative role to parents;
5. Serve as a resource in decreasing discipline problems through an understanding of peer relations, teacher-pupil relations, social awareness, and drug awareness;
6. Aid in improving school attendance and retention by implementing an early identification and prevention program for potential attendance and retention problems;
7. Serve as a resource in decreasing the incidence of juvenile delinquency by early intervention through guidance and counseling services;
8. Serve as a resource to teachers in implementing a career development program that, at the elementary level, includes self-awareness, job awareness, and prevocational orientation;
9. Provide an available source for students needing someone to listen to their problems or concerns; and
10. Serve as a resource to teachers in implementing an intervention program that utilizes conflict resolution and decision-making strategies aimed at preventing occurrences of disruptive acts by students within the school and school property.

### **Counseling and guidance include, but are not limited to:**

1. Counseling on academic problems or decisions;
2. Counseling on social or peer-group pressure problems;
3. Career counseling and guidance;
4. Guidance on socialization and group interaction;
5. Motivational guidance;
6. Behavioral guidance; and
7. Counseling on personal problems.

November 1, 2024



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**PARENT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**STUDENT INFORMATION**

Name: \_\_\_\_\_

**REASON FOR WITHDRAWAL** (e.g. private school, transfer, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITHDRAWAL DATE:** \_\_\_\_\_

**NEW SCHOOL INFORMATION** (if applicable):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I understand that my student is subject to compulsory attendance laws and will ensure that this withdrawal is compliant with the same.

\_\_\_\_\_

Signature of Parent/Guardian

Date