

SETON COUNSELOR/ADVISOR PROCEDURE & POLICY
September 8, 2020 (Revised)

When a Seton student is referred to the Seton Guidance Department, the mission of the assigned counselor/advisor is to assess the referral and assist the student with basic, school-related issues including:

Academics

Attendance

Behavior issues that disturb or distract others including:

- * Butting into conversations
- * Constantly fidgeting
- * Constantly tapping their foot
- * Interrupting
- * Saying inappropriate things

Cheating

Eavesdropping

How to be a gentleman

How to be a lady

How to conduct yourself in a respectable manner

How to problem solve

Personal hygiene

Plagiarizing

Time management

Rules/repercussions on bullying (refer to the Dean of Students)

Rules/repercussions on fighting (refer to the Dean of Students)

Study skills

Parents/guardians should be notified in cases when a student is referred to the Guidance Department on multiple occasions for any of the above. In keeping with the established purpose of the Guidance Department, the role of the guidance counselor/advisor is to support the academic development of all students. The guidance counselor's/advisor's involvement in issues other than the above must have the written approval of the Seton School Director. Otherwise, Seton counselors/advisors must refer students and their parents/guardians to a list of qualified outside professionals. A list of Qualified Outside Professionals can be found in the Guidance Office or on the school website under Academics-Guidance.