

Seton Guidance Department Operating Policy

- A. Our focus is to meet the academic needs of each student and to direct them toward success in college, vocational or technical school, government, business or the military.
- B. Our department goal is to ensure every Seton student receives relevant, accurate, timely, and thorough guidance and advice towards completing their high school requirements on time with a clear post high school path forward.
- C. Our priorities are:
 - 1. Academics (including completing all course requirements on time)
 - 2. Emotional and social support (in accordance with the Seton Counselor/Advisor Procedure and Policy)
- D. Our guiding principle (the HARM principle) is to err on the side of caution in sensitive issues by informing students and parents up front we must report any viable information indicating the student is in danger of harm from someone else (including bullying), the student is in danger of harming themselves or the student is in danger of harming someone else (including bullying).
- E. Our policy is to offer multiple options for each family to choose based on the best information available.
- F. Our policy is to keep a log of all our substantive contacts with students and their parents.
- G. Our policy is to get parents to sign a statement permitting disclosure as necessary before intervening in any sensitive issue.
- H. Our policy is to refer families to outside professionals for social welfare and mental health issues.

September 8, 2020