## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgements</td>
<td>vi</td>
</tr>
<tr>
<td>Philosophy of Inclusion</td>
<td>viii</td>
</tr>
<tr>
<td>Preface</td>
<td>viii</td>
</tr>
<tr>
<td>Purpose</td>
<td>ix</td>
</tr>
<tr>
<td>Intended Audience</td>
<td>ix</td>
</tr>
<tr>
<td>Background</td>
<td>ix</td>
</tr>
<tr>
<td>Organization of the Document</td>
<td>x</td>
</tr>
<tr>
<td>Definition of Terms</td>
<td>x</td>
</tr>
<tr>
<td>Sidebars and Graphics</td>
<td>xii</td>
</tr>
<tr>
<td>Introduction</td>
<td>xiii</td>
</tr>
</tbody>
</table>

### Chapter 1: Foundation of Guidance and Counselling Services

1. History of Manitoba School Guidance and Counselling
2. Role and Function of School Counsellors
3. Service Areas
4. School-wide Comprehensive and Developmental Guidance and Counselling
5. The Advantages of a Comprehensive and Developmental Approach
6. Guidance and Counselling Areas of Focus
7. Chapter Summary
8. Supportive Resources

### Chapter 2 Scope of Activities

1. Scope of Activities
2. Working Together
3. Chapter Summary

### Chapter 3 Counselling – Component 1 of School Guidance and Counselling Services

1. Counselling Formats
2. Peer Helping Programs
3. Peer Mediation
4. Chapter Summary
5. Supportive Resources
Conclusion 113

Appendix A: Guidance Education Learning Outcomes and Curriculum Connections A1
Guidance Education Learning Outcomes A3
Curricular Connections: Using Online Resources and Curriculum Navigator A6

Appendix B: Guidelines for Ethical Behaviour B1
Manitoba Teachers' Society
Code of Professional Practice B3
Making Decisions about Confidentiality B5
Manitoba School Counsellors' Association
Guidelines for Ethical Behaviour B11
Canadian Counselling Association
Code of Ethics B15
Other Codes of Ethics B29

Appendix C: Sample Forms C1
Child Protection/Suspicion of Abuse Report C3
Manitoba Pupil File Transfer Request Form C5
Communication Record C7
Classroom Instructional Record C8
Informed Consent Form for School Counsellors C9
Confidential Counselling Referral C10
Confidential Post-counselling Form C11
Case Note C12
Follow-up to Confidential Counselling Referral C13
Confidential Transition Form C14
Functional Assessment and Intervention Team Meeting Record C15
Guidance and Counselling Data: Frequency Charts C22
Sample Needs Assessment (Senior Years) C25
Sample School Counsellor Activities C26

Appendix D D1
(This section is reserved for specific school and school division information)

References/Bibliography R1
Selected References R3
Bibliography R4