

SCHOOL COUNSELING POLICY

POLICY INFORMATION

Policy Owner	Head of Counselors
Applicable To	Parents – Students - Staff
Last Updated	2024
Next Review Date	2029

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. INTRODUCTION

The LSQ Counseling Program was established to foster the holistic development of students by addressing their academic, personal, social, and career needs, ensuring they are well-prepared for future challenges. This is achieved through a proactive, prevention-based, developmentally appropriate, and data-driven counseling approach that supports overall school improvement.

2. AIMS AND OBJECTIVES

Our goal is for every student to develop the academic, social-emotional, and post-secondary readiness skills necessary to reach their full educational potential. The LSQ Counseling Department is dedicated to delivering a thorough, sequential, and developmentally appropriate counseling program tailored to meet the diverse needs of students. We provide comprehensive services that support both academic and social-emotional development. Our school counselors work collaboratively with parents, teachers, and community partners to help students become successful 21st-century learners, achieve academically, and grow into responsible future members of society.

3. SERVICES PROVIDED

Personal and Social Counseling:

- **Individual Counseling:** Provides support for personal and emotional issues on a one-on-one basis.
- **Group Counseling:** Addresses topics such as peer relationships, conflict resolution, exam anxiety, and self-esteem. Sessions may be conducted in the classroom or at the counselor's office, depending on the group.
- **Tantrum Intervention:** Offers support and strategies during emergencies involving tantrums or extreme emotional outbursts.
- **Bullying Prevention and Intervention:** Implements strategies to prevent and address bullying incidents effectively.

Classroom and Recess Observations:

- **Screening and Observation of Difficulties:** Identifying and documenting any difficulties students may experience during classroom activities or recess.
- **Progress Tracking:** Monitoring and tracking students' progress over time to assess development and address any emerging issues.
- **Ensuring Student Wellbeing:** Observing and ensuring that students are safe, comfortable, and their overall wellbeing is maintained.
- **Social Skills Monitoring:** Assessing and supporting the development of students' social skills through observation of their interactions and behavior.

Collaboration with Parents:

- **Addressing Students' Needs:** Working collaboratively with parents to address and support the specific needs of their children.
- **Parent Workshops:** Conducting workshops on topics such as effective parenting strategies, college planning, and other relevant issues.
- **Providing Resources:** Offering resources and information to help parents support their children's academic and personal development.
- **Case Updates:** Keeping parents informed with regular updates regarding specific cases or concerns related to their child.

Student Transition Counseling:

- **Grade-Level Transitions:** Assisting students in adapting to changes when moving between different grade levels within the school.
- **Major Life Transitions:** Supporting students through significant life changes, such as moving to a new school, changing grades, or other major adjustments.

4. CONFIDENTIALITY

School counseling is conducted with strict confidentiality, adhering to legal and ethical standards for protecting students' privacy. However, relevant information may be shared with select individuals, such as the Superintendent, Associate Superintendent, Head of Section, and/or parents, when necessary to support the child's well-being and ensure appropriate interventions.

5. REFERRAL FORM AND PROCESS

Students can be referred to the school counselor through three primary methods:

- **Teachers' referrals:**

Teachers may identify students who they believe could benefit from counseling services. Common reasons for referrals include academic struggles, behavioral concerns, social issues, or noticeable changes in a student's demeanor or performance. Teachers often communicate their observations to the school counselor and provide relevant information about the student's situation through a referral form shared with the teachers.

- **Self-Referrals:**

Students may contact the school counselor by seeking help for academic, personal, or social concerns. The counselor herself will schedule time for one-on-one sessions.

- **Parents Referrals:**

Parents are advised to contact the counselor of their child's department via Teams, email, or phone call for any emergency or school related concerns. The counselor will follow up with the parents as parental guiding and with the students according to the input given.

Process:

- **Referral Submission:** The teacher will share the referral form with the counselor.
- **Observation:** The counselor will observe the student across various sessions and situations to gather comprehensive insights.
- **Recommendations and Action Plan:** Based on observations, the counselor will offer personalized recommendations and develop an action plan tailored to the student's needs.
- **Progress Monitoring:** Progress will be systematically monitored through ongoing observations and data collection.
- **Parent Engagement:** The counselor will determine the appropriate timing to engage with parents and provide necessary guidance.

6. CHILD PROTECTION

The school counselors are responsible for developing and regulating the school's Child Protection Policy, which aims at ensuring students' safety and security. The Child Protection Policy includes all aspects of child protection and safeguarding. All LSQ staff are trained to ensure the emotional, physical, and psychological safety of the students.

In any case of abuse, the policy states that it is the responsibility of all the staff within the school to report the abuse and take action to ensure the wellbeing of the students. (Refer to Child Protection Policy for more details)