



**Department of  
Education**

Chancellor Richard A. Carranza

## **Principals' Weekly**

**May 14, 2019**

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### **Guidance Counselor Assignments**

School Type: **All schools**

Workflow Subcategory: **HR General**

As a reminder, guidance counselors shall not be given any administrative assignments such as lunch, hall, bus, or yard duty. However, at times there may be a need for counselors to assist their students with social emotional needs during the student's lunch, and if so, a supervisor may ask the counselor to do so. It is understood that in general, counseling is confidential in nature, therefore, on those occasions when the counselor is needed in the lunchroom to perform counseling, the professional discretion of the supervisor in consultation with the counselor should be used in determining whether to stay or leave the lunchroom to perform counseling in a location that, to the extent possible, ensures confidentiality.

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