

## **Instruction**

### **GUIDANCE/COUNSELING SERVICES**

The Board of Trustees recognizes that a comprehensive counseling program can help promote academic achievement and serve the diverse needs of all district students. Counseling staff shall be available to meet with students to discuss academic, social or personal difficulties, as well as other issues that may impact student learning.

#### **Academic and Career Counseling**

The district's academic counseling program shall help students establish immediate and long-range educational plans, achieve academic standards, prepare for the high school exit examination, and complete the required curriculum in accordance with their individual needs, abilities and interests. Insofar as possible, parents/guardians shall be included when making educational plans.

Counseling staff shall help students plan for the future and become aware of their career potential. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all district students subject to compulsory continuation education. (Education Code 48431)

Colleges and prospective employers, including military recruiters, shall have same access to students for recruiting purposes. (20 USC 7908; 10 USC 503; Education Code 49603)

#### **Supplemental School Counseling Program for Students in Grades 7-12**

The Board adopted the supplemental school counseling program for students in grades 7-12 shall be delivered by personnel who hold a valid pupil personnel services credential. The district's program shall provide for: (Education Code 52378)

1. An individualized review of academic and department records
2. An individualized review of the career goals of students, and the available academic and career technical education opportunities and community and workplace experiences available to students to support their goals.
3. An opportunity for a counselor to meet with students and, if practicable the parent/guardian, to discuss available educational and career technical options.
4. Specialized counseling services for students identified as at risk

**GUIDANCE/COUNSELING SERVICES (continued)****Personal Counseling**

Counseling staff shall identify and work with students whose personal problems may prevent them from reaching their potential. As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse, physical or emotional problems, or other personal problems.

Counselors shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parent/guardian consultation and consent shall be obtained as appropriate.

**Crisis Counseling**

The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students before and after a crisis.

In addition, the Superintendent or designee shall identify crisis counseling resources to train district staff in appropriate response techniques and/or to directly help students cope with such crises if they occur.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 0420 - School Plans/Site Councils)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 6011 - Academic Standards)
- (cf. 6020 - Parent Involvement)
- (cf. 6030 - Integrated Academic and Vocational Instruction)
- (cf. 6141.5 - Advanced Placement)
- (cf. 6143 - Courses of Study)
- (cf. 6146.1 - High School Graduation Requirements)
- (cf. 6146.11 - Alternative Credits Toward Graduation)
- (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
- (cf. 6184 - Continuation Education)
- (cf. 5125.1 - Release of Directory Information)
- (cf. 6162.52 - High School Exit Examination)
- (cf. 6179 - Supplemental Instruction)
- (cf. 1020 - Youth Services)
- (cf. 5113 - Absences and Excuses)
- (cf. 5113.1 - Truancy)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5137 - Positive School Climate)

**GUIDANCE/COUNSELING SERVICES (continued)**

- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5141.6 – Student Health and Social Services)
- (cf. 5145.9 - Hate-Motivated Behavior)
- (cf. 5147 - Dropout Prevention)
- (cf. 5149 - At-Risk Students)
- (cf. 6164.5 - Student Success Teams)
- (cf. 6173 - Education for Homeless Children)
- (cf. 6173.1 - Education for Foster Youth)
- (cf. 5125 - Student Records)
- (cf. 5022 - Student and Family Privacy Rights)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 5131 – Conduct)
- (cf. 5136 - Gangs)
- (cf. 5141.52 - Suicide Prevention)

Legal Reference:

**EDUCATION CODE**

- 221.5 Prohibited sex discrimination
- 37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
- 41505-41508 Pupil Retention Block Grant
- 48431 Establishing and maintaining high school guidance and placement program
- 49600-49604 Educational counseling
- 51250 School age military dependents
- 51513 Personal beliefs
- 52378-52380 Supplemental School Counseling Program

**REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS**

- 48431.6 Tenth grade counseling program

**PENAL CODE**

- 11166-11170 Reporting known or suspected cases of child abuse

**CODE OF REGULATIONS, TITLE 5**

**UNITED STATES CODE, TITLE 10**

- 503 Military recruiter access to directory information

**UNITED STATES CODE, TITLE 20**

- 1232g Family Educational Rights and Privacy Act
- 7908 Armed forces recruiter access to students and student recruiting information

**CODE OF FEDERAL REGULATIONS, TITLE 34**

- 99.1-99.67 Family educational rights and privacy

**GUIDANCE/COUNSELING SERVICES (continued)**

Management Resources:

**WEB SITES**

American School Counseling Association: <http://www.schoolcounselor.org>

California Association of School Counselors: <http://www.schoolcounselor-ca.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Access to military recruiters:

<http://www.ed.gov/policy/gen/guid/fpc/hottopics/ht10-09-02.html>

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## **Instruction**

### **GUIDANCE/COUNSELING SERVICES**

#### **Supplemental School Counseling Program for Students in Grades 7-12**

A counselor shall review the academic and department record of each student in grades 7-12. The counselor shall also provide for an individualized review of each student's career goals and the available academic and career technical education opportunities and community and workplace experiences available that may support the pursuit of those goals. In addition, the counselor shall meet with each student and, if practicable, his/her parent/guardian to explain the records. At the meeting, the counselor shall also explain: (Education Code 52378)

1. The student's educational options
  - a. If such services are available to district students, the educational options discussed shall include college preparatory and career technical programs, including regional occupational centers and programs and any other available alternatives.
2. The coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination
3. Eligibility for admission to a four-year institution of postsecondary education, including the University of California (UC) and the California State University (CSU)
4. For those students who have not passed one or both parts of the exit exam by the end of grade 12, the availability of intensive instruction and services, as required pursuant to Education Code 37254, for up to two consecutive academic years after the completion of grade 12 or until the student has passed both parts of the exit exam, whichever comes first
5. The availability of career technical education

The Superintendent or designee shall identify students in grades 7-12 who: (Education Code 52378)

1. Are at risk of not graduating with the rest of their class
2. Are not earning credits at a rate that will enable them to pass the high school exit exam
3. Do not have sufficient training to allow them to fully engage in their chosen career

**GUIDANCE/COUNSELING SERVICES (continued)**

For these identified students, the district shall provide the following additional services:

1. **List of Coursework and Experience:** For students in grades 10 and 12 who have not passed one or both parts of the high school exit exam, or who have not satisfied, or are not on track to satisfy, the curricular requirements for admission to UC and CSU, the district shall provide a list of coursework and experience necessary to assist them in their current grade level and to successfully transition to postsecondary education or employment. (Education Code 52378)

For students in grade 12, the list shall also include options for continuing their education if they fail to meet graduation requirements, including, but not limited to, the option of enrolling in an adult education program, enrolling in a community college, continuing enrollment in the district, or continuing to receive intensive instruction and services for up to two academic years after completion of grade 12 or until passage of both parts of the exit exam, whichever comes first. (Education Code 52378)

For students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics pursuant to the California Standards Test administered in grade 6, the district shall provide a list of coursework and experience necessary to assist them to successfully transition to high school and to meet all graduation requirements, including passing the high school exit examination. (Education Code 52378)

For students in grade 7, the district shall provide a list of coursework and experience necessary to assist each student to begin to satisfy the curricular requirements for admission to UC and CSU. (Education Code 52378)

A copy of the list of coursework and experience shall be provided to the student and his/her parent/guardian. The list shall also be included in the student's cumulative record. (Education Code 52378)

2. **Intensive Instruction and Services:** For students in grade 10 and 11 who have not passed one or both parts of the high school exit exam, the district shall inform them of the option to receive intensive instruction and services pursuant to Education Code 37254 for up to two consecutive years after the completion of grade 12, or until the student has passed both parts of the exit exam, whichever comes first. (Education Code 52378)
3. **Individual Conference:** For students in grades 10, and 12 who have been provided the list of coursework and experience and for students in grade 7 who are deemed to be at the far below basic level in English language arts or mathematics, detailed in item #1 above, the district shall offer and schedule an individual conference with each student, his/her parent/guardian, and a school counselor. During the conference, the counselor shall apprise the student and his/parent/guardian of the following: (Education Code 52378)
  - a. Consequences of not passing the high school exit exam

**GUIDANCE/COUNSELING SERVICES (continued)**

- b. Available programs, courses, and career technical education options needed for satisfactory completion of middle or high school
- c. The student's cumulative records and transcripts
- d. The student's performance on standardized and diagnostic assessments
- e. Available remediation strategies, high school courses, and alternative education options, including, but not limited to, informing students of the option to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until passage of both parts of the exit exam, whichever comes first.
- f. Information about postsecondary education and training
- g. As applicable, the student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6
- h. Eligibility requirements, including coursework and test requirements, and the progress of the student toward satisfaction of those requirements for admission to four-year institutions of postsecondary education, including at least US and CSU
- i. The availability of financial aid for postsecondary education

The individual conference shall be scheduled, to the extent feasible, within the following timelines: (Education Code 52378)

- a. For students in grade 7, the conference shall occur before January of the year in which the student is in grade 7.
- b. For students in grade 10, the conference shall occur between the spring of the year the students are enrolled in grade 10 and the fall of the following year in which the student would be enrolled in grade 11.
- c. For students in grade 12, the conference shall occur after November of that school year in which the student is enrolled in grade 12, but before March of that same school year.
- d. For schools operating on a multitrack year-round calendar, the individual conferences for students in grade 7, 10, and 12 shall occur in a timeframe that is equivalent to the timeframe specified above for schools on a traditional calendar.

The Superintendent or designee shall annually submit reports to the California Department of Education describing the number and percentage of students receiving various program services and an assurance that the district has complied with the requirement for individual conferences pursuant to Education Code 52378(e). (Education Code 52380)

**GUIDANCE/COUNSELING SERVICES (continued)**

**Notifications**

Beginning with the grade 7, parents/guardians shall be notified at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

**Nondiscrimination**

No counselor shall unlawfully discriminate against any student. In addition, when exploring the possibility of careers and courses leading to such careers, counseling staff shall not differentiate career, vocational, or higher education opportunities on the basis of the sex of the student. (Education Code 221.5; 5 CCR 4930)

For appraising or counseling students, the district shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

- (cf. 6146.11 - Alternative Credits Toward Graduation)
- (cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
- (cf. 6178 - Vocational Education)
- (cf. 6146.1 - High School Graduation Requirements)
- (cf. 6146.5 - Elementary/Middle School Graduation Requirements)
- (cf. 6162.52 - High School Exit Examination)
- (cf. 6179 - Supplemental Instruction)
- (cf. 5145.6- Parental Notifications)
- (cf. 0410- Nondiscrimination in District Programs and Activities)
- (cf. 5145.3 - Nondiscrimination/Harassment)

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