

GUIDANCE/COUNSELING SERVICES

The Governing Board 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.

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

(cf. 4112.2 – Certification)

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.

(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)

Counseling staff shall help all 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.

(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)

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)

(cf. 6184 - Continuation Education)

GUIDANCE/COUNSELING SERVICES (Continued)

Note: The following options are for use by districts maintaining secondary schools.

Note: 20 USC 7908, added by the No Child Left Behind Act, requires districts receiving funds under the Elementary and Secondary Education Act (ESEA) to provide military recruiters with the same access to students as is provided to colleges and prospective employers. Districts that do not grant similar access may lose those funds. Even for districts that do not receive ESEA funds, 10 USC 503 requires districts to grant the same access to military recruiters and employers. Under this section, districts may refuse military access only if the Governing Board has adopted a policy denying access to the military. Districts that do not grant access and have not adopted a policy denying access may be subject to specific interventions, such as notification to the Governor and Congress, so that public officials can work with the district. In addition, Education Code 49603 provides that military service recruiters may not be denied on-campus access to students in grades 9-12 if the district provides such access to other employers. For information regarding military recruiter access to student directory information, see BP/AR 5125.1 - Release of Directory Information.

Note: Option 1 is for use by districts that receive ESEA funds and that grant colleges and prospective employers access to students. Option 1 is also for use by districts that do not receive ESEA funds but choose to grant access to employers and therefore are required to grant access to military recruiters. Option 2 is mandated for those districts that do not receive ESEA funds and wish to deny access to military recruiters. Districts that select Option 2 must also deny access to all other employers.

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

(cf. 5125.1 - Release of Directory Information)

Supplemental School Counseling Program for Students in Grades 7-12

Note: The following section is for use by districts maintaining any of grades 7-12 and may be modified to reflect the grade levels offered by the district. Districts not participating in the Supplemental School Counseling Program pursuant to Education Code 52378-52380 should delete this section.

Note: The Supplemental School Counseling Program provides funding to increase access to counseling services for students in grades 7-12. Education Code 52379 provides that funds allocated for this program shall be used to provide supplemental counseling services delivered by personnel who hold valid pupil personnel services credentials.

GUIDANCE/COUNSELING SERVICES (Continued)

***Note: As a condition of receiving funds, Education Code 52378 requires the Board, at a public meeting, to adopt a counseling program that provides all the following services: (1) an individualized review of students' academic and department records, (2) an opportunity for counselors to meet with students and parents/guardians to explain the records and the educational options available to students, and (3) additional specified services to students identified by the district as at risk of not graduating or passing the high school exit examination. SB 405 (Ch. 723, Statutes of 2007) amended Education Code 52378 to also require that the Board-adopted program include a provision for an individualized review of career goals, as specified in item #2 below. For details about the requirements of each of these services, see the accompanying administrative regulation. ***

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

(cf. 5145.6 – Parental Notifications)

The counseling program for high school students may include, at appropriate grade levels:

1. Information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships

(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)

2. An opportunity for each student and, if practicable, his/her parent/guardian to meet with a counselor to discuss the student's career goals, available educational and career technical education options, and community and workplace experiences to support the student's goals

(cf. 6178 – Career Technical Education)
(cf. 6178.1 – Work-Based Learning)
(cf. 6178.2 – Regional Occupational Center/Program)

3. Monitoring of each student's fulfillment of required coursework and progress toward promotion and graduation, and notification of the student and his/her parent/guardian of remaining academic requirements

(cf. 5123 – Promotion/Acceleration/Retention)
(cf. 6162.52 – High School Exit Examination)

GUIDANCE/COUNSELING SERVICES (Continued)

4. Additional specialized counseling services for students identified as at risk of not graduation with their class

(cf. 6176 – Weekend/Saturday Classes)
(cf. 6177 – Summer Learning Programs)
(cf. 6179 – Supplemental Instruction)

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

(cf. 6184 – Continuation Education)

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.

(cf. 1020 - Youth Services)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 – Chronic Absence and Truancy)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5141.6 - Student Health 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)

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 – Nondiscrimination in District Programs and Activities.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 5145.3 – Nondiscrimination/Harassment)

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student's sex. (Education Code 221.5)

GUIDANCE/COUNSELING SERVICES (Continued)

For assessing 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)

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.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5125 - Student Records)

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.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5136 - Gangs)
(cf. 5141.52 - Suicide Prevention)

Legal Reference: (see next page)

GUIDANCE/COUNSELING SERVICES (Continued)

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*
- 44266 Pupil personnel services credential*
- 48431 Establishing and maintaining high school guidance and placement program*
- 49600-49604 Educational counseling*
- 51250-51251 School age military dependents*
- 51513 Personal beliefs*
- 52378-52380 Supplemental School Counseling Program*

PENAL CODE

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

CODE OF REGULATIONS, TITLE 5

- 4930-4931 Counseling*
- 80049-80049.1 Pupil personnel services credential*
- 80632-80632.5 Preparation programs for pupil personnel services*

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*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Results-Based School Counseling and Student Support Guidelines, 2007

WEB SITES

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

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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

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

Policy

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VACAVILLE UNIFIED SCHOOL DISTRICT

Vacaville, California