

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, and meet with each student and, if practicable his/her parent/guardian, to explain the records. At the meeting, the counselor shall also explain the student's educational options, the coursework and academic progress needed for satisfactory completion of middle school or high school and passage of the high school exit examination, and the availability of career technical education. If such services are available to District students, the educational options discussed shall include college preparatory and vocational programs, including regional occupational centers and programs and any other available alternatives. (Education Code [52378](#))

(cf. [5125](#) - Student Records)

(cf. [6146.1](#) - High School Graduation Requirements)

(cf. [6146.11](#) - Alternative Credits Toward Graduation)

(cf. [6146.2](#) - Certificate of Proficiency/High School Equivalency)

(cf. [6146.5](#) - Elementary/Middle School Graduation Requirements)

(cf. [6162.52](#) - High School Exit Examination)

(cf. [6178](#) - Vocational Education)

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

1. Who 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 examination
3. Do not have sufficient training to allow them to fully engage in their chosen career.

The District shall provide the following 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 examination, the District shall provide a list of coursework and experience necessary to assist them in their respective grade and to successfully transition to postsecondary education or employment. 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, or continuing enrollment in the District. (Education Code [52378](#))

GUIDANCE/COUNSELING SERVICES

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](#))

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. Individual Conference: For students in grades 7, 10, and 12 who have been provided the list of coursework and experience 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 examination
 - 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
 - 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

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

- (1). For students in grade 7, the conference shall occur before January of the year in which the student is in grade 7.
- (2). 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.
- (3). 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.

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. (Education Code [52380](#)) This should include but not be limited by:

GUIDANCE/COUNSELING SERVICES

1. The number of school counselors involved in conferences
2. The number and percentage of students who participate in conferences who successfully pass the high school exit exam.
3. The number and percentage of students who participate in conferences and who fail one or both sections of the high school exit exam.
4. A summary of the most prevalent results for students is based on the graduation plans developed.

Notifications

Beginning with the seventh grade, 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](#))

(cf. [5145.6](#) - Parental Notifications)

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 gender of the student counseled. (Education Code [221.5](#); 5 CCR [4930](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

The District shall not use testing or other materials for appraising or counseling students that permit or require impermissible or unlawful differential treatment of students. (5 CCR [4931](#))

Issued: 12/14/83

Reviewed: 10/19/05

Revised: May 22, 2007