

Instruction

Guidance/Counseling Services

Supplemental School Counseling Program for Students in Grades 7-8

As added by Assembly Bill 1802 (Ch. 79, Statutes of 2006) and amended by Senate Bill 1131 (Ch. 371, Statutes of 2006), the Supplemental School Counseling Program (Education Code 53278-53280) provides funding to make available supplemental counseling services to students in grades 7-8. As a condition of receiving funds, Education Code 52378 requires the Board of Trustees to adopt a counseling program that provides:

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 available educational options, and
3. Additional specified services to students identified by the District as at risk.

A counselor shall review the academic and department record of each student in grades 7-8, 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. (Education Code 53278)

(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 7-8: (Education Code 53278)

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, and
3. Do not have sufficient training to allow them to fully engage in their chosen career.

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Guidance/Counseling Services (continued)

Supplemental School Counseling Program for Students in Grades 7-8 (continued)

The District shall provide the following services:

1. List of Coursework and Experience: 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 the students to successfully transition to high school and to meet all graduation requirements, including passing the high school exit examination. (Education Code 53278). 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 53278)
2. Individual Conference: For students in grades 7 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 53278)
 - 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

To the extent possible, for students in grade 7, the conference shall occur before January of the year in which the student is in grade 7. (Education Code 53278)

Notifications

Beginning with 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)

(cf. 5145.6 - Parental Notifications)

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Guidance/Counseling Services (continued)

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 members 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. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

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Guidance/Counseling Services (continued)

**LOWELL JOINT SCHOOL DISTRICT
COUNSELOR – GRADES 7 AND 8**

The Counselor (Grades 7 and 8), under the supervision of the School Principal, coordinates the counseling and guidance program of the school to which he/she is assigned.

MAJOR DUTIES AND RESPONSIBILITIES

- I. Pursuant to the requirements of the School Supplemental Counseling Program, the Counselor will:
 - A. Assist in the development and implementation of programs in grades seven and eight for students who are deemed to be Far Below Basic in English/language arts or mathematics pursuant to the California Standards Test, and
 - B. Provide support to students who are at risk of not graduating from junior high school with the rest of their class and assist them to successfully transition to high school.

- II. Specific Duties
 - A. Meet with students and their parents to explain academic and behavior records, the course work, and academic progress needed for satisfactory completion of junior high school. For a student enrolled in grade 7, the conference shall occur before January, whenever feasible, of that school year of which the student enrolled in grade seven.
 - B. Perform individual and group counseling and guidance functions including academic, career, vocational, and behavioral counseling.
 - C. Collect, organize, and analyze student information through the use of education historical data, test results, and interview techniques.
 - D. Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques.
 - E. Serve as a resource to site and District personnel.
 - F. Assist in the administration and interpretation of standardized tests.

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Guidance/Counseling Services (continued)

**LOWELL JOINT SCHOOL DISTRICT
COUNSELOR – GRADES 7 AND 8**

- G. Meet, confer, and counsel with parents, and school personnel, in developing alternative solutions to student academic, social, and emotional problems and concerns.
 - H. Assist with the orientation of students entering grade 7.
 - I. Assist in the development and monitoring of individual education and 504 plans for students.
 - J. Assist in identifying school program needs, and participate in developing school instructional programs geared to meet individual student needs.
 - K. Assist in the planning, development, and conduct of programs that enhance student educational opportunities.
 - L. Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
 - M. Participate in District meetings and professional development programs as directed.
 - N. Assist with the development of behavioral contracts for all special education students.
 - O. Performs related duties as assigned.
- III. Professional Responsibilities
- A. Knowledge of principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling
 - B. Knowledge of applicable and appropriate interest and achievement appraisal instruments, techniques, and procedures
 - C. Knowledge of social, emotional, and behavioral characteristics of adolescent students

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Guidance/Counseling Services (continued)

**LOWELL JOINT SCHOOL DISTRICT
COUNSELOR – GRADES 7 AND 8**

- D. Knowledge of program evaluation and research techniques, strategies, and procedures
 - E. Knowledge of appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests
 - F. Perform the essential duties of the job with or without reasonable accommodation
 - G. Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns
 - H. Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients
 - I. Effectively deal with site and District personnel, parents, social, and youth service agencies in resolving student problems and concerns
 - J. Effectively participate in the planning and implementation of school guidance and curricular programs
- IV. Personal Responsibilities
- A. Understand and carry out oral and written directions
 - B. Communicate effectively both orally and in writing
 - C. Prepare and deliver oral presentations
 - D. Establish and maintain cooperative and effective working relationships with others
 - E. Maintain records and prepare reports
 - F. Prioritize and schedule work

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Guidance/Counseling Services (continued)

**LOWELL JOINT SCHOOL DISTRICT
COUNSELOR – GRADES 7 AND 8**

- G. Read, interpret, apply, and explain rules, regulations, policies, and procedures
- H. Maintain current knowledge of program rules, regulations, requirements, and restrictions
- I. Maintain current knowledge of technological advances in the field
- J. Complete work with many interruptions
- K. Analyze situations accurately and adopt an effective course of action
- L. Meet schedules and timelines
- M. Observe health and safety regulations
- N. Accept and carry out responsibility for direction, control, and planning
- V. Recommended Qualifications
 - A. Any combination equivalent to the completion of an earned Master of Arts degree or higher in psychology, counseling, or guidance.
 - B. Possess a valid California Pupil Personnel Services Credential authorizing service as a school counselor. Two years of successful public school counseling experience or three years successful classroom teaching preferred.

Regulation Approved: January 8, 2007