

Mt. Diablo USD

Administrative Regulation

Guidance/Counseling Services

AR 6164.2
Instruction

Supplemental Counseling

The Middle and High School Supplemental Counseling Program is hereby established for the purpose of providing additional counseling services to pupils in grades 7 to 12, inclusive and shall include all of the following:

1. A provision for individualized review of the pupil's academic and department records
2. A provision for a counselor (Student Services Coordinator) to meet with each pupil and if practicable, the parents or guardian of the pupil, to explain the academic and department records of the pupil, his or her educational options, the coursework and academic progress needed for satisfactory completion of middle or high school, passage of the high school exit examination and the availability of career technical education. The educational options explained at the meeting shall include college preparatory program and career technical (vocational) programs, including regional occupational centers and programs and any other alternatives available to pupils within the district.

In addition to the counseling services described above, the Superintendent or designee shall identify students in grades 7-12 who: (Education Code 53278)

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

The district shall provide the following for these students:

1. Each school that enrolls pupils in grades 10 and 12 will provide a list of coursework and experience necessary to assist each pupil in their respective grade that has not passed one or both parts of the high school exit examination and to successfully transition to post-secondary education or employment.
2. Each school that enrolls pupils in grade 7 will provide a list of coursework and experience necessary to assist each pupil in grade 7 who is deemed to be at the far below

basic level in English language arts or mathematics pursuant to California Standards Tests administered to pupils in grade 6 to successfully transition to high school and meet all graduation requirements, including passing the high school exit examination.

3. A copy of the list of coursework and experience necessary shall be provided to the pupil and his or her parent or legal guardian. The school district shall ensure that the list of coursework and experience is part of the cumulative records of the pupil.

4. In addition to the items identified, the list of coursework and experience for a pupil enrolled in grade 12 shall include options for continuing his or her education if he or she fails to meet graduation requirements. These options shall include, but not be limited to, all of the following:

- a. Enrolling in an adult education program
- b. Enrolling in a community college
- c. Continuing enrollment in the school district

5. A copy of the list of coursework and experience necessary shall be provided to the pupil and his or her parent or legal guardian. The school district shall ensure that the list of coursework and experience is part of the cumulative records of the pupil.

The individual conferences shall be scheduled, to the extent feasible, according to the following requirements:

1. For a pupil enrolled in grade 7, the conference shall occur before January of that school year in which the pupil is enrolled in grade 7.
2. For a pupil enrolled in grade 10, the conference shall occur between the spring of that school year in which the pupil is enrolled in grade 10 and the fall of the following school year in which the pupil would be enrolled in grade 11. For the 2006-07 school year, the conference shall occur on or before December 31, 2006.
3. For a pupil enrolled in grade 12, the conference shall occur after November of that school year in which the pupil is enrolled in grade 12, but before March of the same school year.

During the individual conferences, the school counselor (Student Services Coordinator) shall apprise the pupil and his or her parent or guardian of the following:

1. Consequences of not passing the high school exit examination.
2. Programs, courses and career technical education options available for pupils needed for satisfactory completion of middle or high school.

3. Cumulative records and transcripts of the student.
4. Performance on standardized and diagnostic assessments of the student.
5. Remediation strategies, high school courses and alternative education options available student.
6. Information on post-secondary education and training.
7. The student's score on the English language arts or mathematics portion of the California Standards Test administered in grade 6, as applicable.

Students identified as having difficulty meeting high school graduation requirements during the Supplemental Counseling Program may be recommended for Voluntary or Involuntary Transfer to a Continuation High School pursuant to district policy 6184.

(cf. 6184-Continuation Education)
(cf. 6184.1-Voluntary Enrollment Procedures for Continuation Schools)

Adequate progress towards high school graduation is defined by credits earned. A student shall be initially designated as deficient in credits if he/she has earned: (Education Code 48430-48438)

1. Fifty *Forty-nine* or fewer credits at the end of the first (9th grade) year
2. One hundred *Ninety-nine* or fewer credits at the end of the second (10th grade) year
3. One hundred fifty-five *four* or fewer credits at the end of the third (11th grade) year

As a condition of receipt of funds, the district shall submit an annual report in a manner determined by the State Superintendent of Schools that describes the number of pupils served, the number of school counselors (Student Services Coordinators) involved in conferences, the number and percentage of pupils who participated in conferences and who successfully pass the high school exit examination, and the number and percentage of pupils who participated in conferences and who fail to pass one or both sections of the exit examination, and a summary of the most prevalent results for pupils based on the graduation plans developed pursuant to this plan. (Education Code 52378 - 523800)

(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)

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)

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

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT
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