

**Guidance and  
Counseling Services**

The District's guidance and counseling services shall be designed primarily to provide ongoing assistance to enhance the educational development of all students and shall be included in and monitored through the District and campus planning process. [See BQ series]

**Areas of Student  
Need**

The services may assist individuals or groups of students in:

1. Improving academic achievement;
2. Improving school attendance;
3. Improving school attitudes;
4. Developing self-confidence;
5. Developing healthy interpersonal relationships;
6. Developing life satisfaction; and
7. Obtaining information to assist in choosing a postsecondary pathway that leads to a potential career.

Guidance services shall be coordinated with the regular instructional program so that they contribute to a unified educational program. Guidance services shall operate with central coordination and shall be a cooperative project of the entire professional staff. Teachers shall use opportunities in the classroom, in extracurricular activities, and in contacts with parents to achieve guidance objectives. Qualified counselors shall provide personal, academic, and career guidance to students. [See FFE]

**Student Schedules  
and Graduation  
Plans**

School counselors, deans, principals, assistant principals, teachers, and other student advisors shall become thoroughly familiar with the curriculum, course offerings, graduation requirements, and the different graduation plans so that they may adequately consult with, advise, and counsel students and their parents or guardians on appropriate courses and subjects for individual students.

Materials shall be prepared and disseminated to students and their parents or guardians informing them of the curriculum, course offerings, and graduation requirements.

**Secondary Grades**

School counselors and teachers shall work with students each year in grades 8–11 to develop four-year plans that incorporate a high school program of study along with postsecondary education and career-focused goals. These plans shall be signed by the students, the parents or guardians, and the counselors. Any deviations from the plans must be signed by the parents or guardians.

Transition meetings shall be held for students and parents at each campus for incoming sixth and ninth grade students. These meetings shall give guidance on appropriate courses and subjects for the course registration process for the following school year.

Conferences

Counselors shall schedule conferences with new students and their parents or guardians who request a conference; conferences shall also be granted at the request of a student, parent, or guardian.