

## BOARD PROCEDURE

Descriptive Code: JE/IG

### **GUIDANCE AND COUNSELING:**

**Date: July 10, 2001**

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#### Guidance Program

#### THE TEACHER ADVISORY PROGRAM

In accordance with State and Local Polices, Columbia County high schools have developed and implemented **individual student advisement** to provide ongoing guidance for students related to career objectives and graduation requirements for students.

All faculty members will participate in the advisement program in some manner---as a teacher advisor, as a member of the Guidance/Advisory Committee, as a host/hostess for resource speakers and other visitors to advisement meetings or career days. The advisement program requires a team approach for all members of the faculty.

The guidance counselors will assist in coordinating the advisement program in which they schedule the advisement meetings, assign advisors, and conduct inservice with advisors prior to meetings. A schedule of meetings will be distributed at the beginning of each semester.

#### ADVISEMENT PROGRAM AND PROCEDURES

**Individual advisement** sessions are to be held each **year** to assist each student in grades nine through twelve in planning possible career choices and in choosing courses appropriate to his or her personal goals and abilities. Students will have access to subject area teachers for help with course selection. The following advisory services will be provided in the advisement program at each high school.

1. Every student and parent will be advised of all graduation requirements.
2. Every student will be assisted in examining his or her personal career goals and objectives and in planning an educational program for the high school years which will be compatible with career objectives and abilities.
3. Every student will be advised on a **yearly** basis of his or her progress toward graduation and will receive assistance in meeting the difficulties encountered.
4. Advisement sessions are scheduled so that students will have the opportunity to ask questions about courses or sequence of courses in the various subject areas.
5. All rising ninth graders will be given a copy of the Columbia County Course Description Catalog. It is to be taken home and shared with the parents. The catalog describes the curricular options, high school graduation requirements, and provides a place for recording the planned four year course of study as it relates to career objectives.
6. Each high school will develop methods to document that each student has received an annual advisement session and that parents the scheduled advisement session to discuss graduation requirements.

#### REGISTRATION PROCEDURE

Students in grades nine through twelve will register for courses once each year. Students must register for six classes each semester. Prior to registration, a special advisement period is will be scheduled so that each student record may be reviewed. A registration form may be taken to each teacher for recommendations about the courses to be taken the next year.

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Students should register for the level of courses recommended by the subject teacher. Any change in course level will be considered only after a conference with parents in which a new program of study has been assigned.

Parents must indicate their approval of a student's schedule by signing the registration form.

**PROCEDURES FOR KEEPING ALL POTENTIAL GRADUATES AND THEIR FAMILIES INFORMED OF THE PROGRESS TOWARD MEETING GRADUATION REQUIREMENTS**

1. All seniors **will** meet with the counselor individually during the first nine weeks of school to review and discuss their academic records. During the conference they **will** discuss post graduation plans, SAT tests, financial aid, applications for colleges and vocational schools, etc. Each senior will sign a form which verifies that he or she is aware of the units necessary to meet graduation requirements.
2. Information **will be** sent home to the parents at this time which encourages the parents to come to the school for a conference if they have questions or concerns.
3. At the midpoint of each nine weeks grading period, an Interim Progress Report **will be** sent home by the student to inform the parents of **poor** academic progress of the student.
4. At the end of the first semester, each senior who failed a class **will be** seen by the counselor individually and a letter **will be** sent home explaining the **senior's** progress toward meeting graduation requirements.
5. A senior who becomes ineligible for graduation because he or she failed class(es) during the first semester **will be** seen by the counselor, during which time the senior will sign a form verifying that he or she understands that he or she is ineligible for graduation. A letter notifying the parent that the student will not be able to graduate **will be** sent to the home.

NOTE: During the school year, individual conferences with parents, students, teachers, and counselor are held.

**ADOPTED: 12/13/88**

**REVISED: 7/28/92, 11/22/94, 8/7/00**

**Columbia County Board of Education**