

1 ~~[R277. Education, Administration.~~

2 ~~R277-462. Comprehensive Counseling and Guidance Program.~~

3 ~~R277-462-1. Definitions.~~

4 ~~—— A. "Board" means the Utah State Board of Education.~~

5 ~~—— B. "Comprehensive Counseling and Guidance Program" or "Program" means the~~  
6 ~~organization of resources to meet the priority needs of students and inform and involve~~  
7 ~~parents or guardians through four delivery system components:~~

8 ~~—— (1) school guidance curriculum which means providing guidance content to all~~  
9 ~~students in a systemic way;~~

10 ~~—— (2) individual student planning which means individualized education and career~~  
11 ~~planning, including student college and career planning with all students;~~

12 ~~—— (3) responsive services and dropout prevention component designed to meet the~~  
13 ~~immediate concerns of certain students; and~~

14 ~~—— (4) system support component which addresses management of the Program~~  
15 ~~and the needs of the school system itself.~~

16 ~~—— C. "Comprehensive Counseling and Guidance Steering and Advisory Committee"~~  
17 ~~means representatives designated by the USOE comprised of school district counseling~~  
18 ~~supervisors, school district career and technical education directors, PTA, the school~~  
19 ~~counselor professional association, practicing school counselors, and others designated~~  
20 ~~by the USOE.~~

21 ~~—— D. "Counselor to student ratio" means licensed school counselors full time~~  
22 ~~equivalent (FTE), or percentage thereof, who by license and assignment are identified as~~  
23 ~~school counselors for secondary students on October 1 of each year compared to the~~  
24 ~~secondary student enrollment on October 1 of each year.~~

25 ~~—— E. "Direct services" means time spent on the school guidance curriculum,~~  
26 ~~individual student planning, including SEOP/Plan for College and Career Readiness, and~~  
27 ~~responsive services/dropout prevention activities meeting students' identified needs as~~  
28 ~~discerned by students, school personnel and parents or guardians consistent with LEA~~  
29 ~~policy.~~

30 ~~—— F. "LEA" means a local education agency, including local school boards/public~~  
31 ~~school districts and charter schools.~~

32 ~~—— G. "School counselor" means an educator licensed as a school counselor in the~~  
33 ~~state of Utah consistent with R277-506 and assigned to provide counseling and~~  
34 ~~information to students to make appropriate educational and career choices.~~

35 ~~—— H. "Secondary school" means a school providing services to students in grades~~  
36 ~~7-12.~~

37 ~~—— I. "Secondary student" means a student in grades 7-12.~~

38 ~~—— J. "SEOP/Plan for College and Career Readiness" means a student education~~  
39 ~~occupation plan. An SEOP/Plan for College and Career Readiness is a developmentally~~  
40 ~~organized intervention process that includes:~~

41 ~~—— (1) a written plan, updated annually, for a secondary student's (grades 7-12)~~  
42 ~~education and occupational preparation;~~

43 ~~—— (2) all Board, local board and local charter board graduation requirements;~~

44 ~~—— (3) evidence of parent or guardian, student, and school representative~~  
45 ~~involvement annually;~~

46 ~~—— (4) attainment of approved workplace skill competencies, including job placement~~  
47 ~~when appropriate; and~~

48 ~~—— (5) identification of post secondary goals and approved sequence of courses.~~

49 ~~—— K. "Student achievement" means academic performance, career development,~~  
50 ~~multi-cultural/global citizenship, personal/social development, continued student~~  
51 ~~engagement in learning, attendance, SEOP/Plan for College and Career Readiness~~  
52 ~~outcomes and other measures of adequate yearly progress.~~

53 ~~—— L. "USOE" means the Utah State Office of Education.~~

54 ~~—— M. "Utah Career and Technical Education Consortium" means representatives of~~  
55 ~~nine Career and Technical Education Regional Planning Areas.~~

56 ~~—— N. "WPU" means weighted pupil unit, the basic unit used to calculate the amount~~  
57 ~~of state funds for which an LEA is eligible.~~

58

59 ~~**R277-462-2. Authority and Purpose.**~~

60 ~~—— A. This rule is authorized by Utah Constitution Article X, Section 3 which vests~~  
61 ~~general control and authority over public education in the Board, by Subsection~~  
62 ~~53E-2-304(2)(b) which directs local boards to develop policies for the implementation of~~  
63 ~~student SEOP/Plan for College and Career Readiness, and by Subsection 53E-3-401(4),~~  
64 ~~which allows the Board to adopt rules in accordance with its responsibilities.~~

65 ~~—— B. This rule establishes standards and procedures for entities applying for funds~~  
66 ~~appropriated for Comprehensive Counseling and Guidance Programs administered by~~  
67 ~~the Board.~~

68 ~~—— C. This rule establishes counselor to student ratios as a requirement for all~~  
69 ~~secondary schools.~~

70 ~~—— D. This rule establishes provisions for LEAs not meeting the minimum counselor~~  
71 ~~to student ratios.~~

72 ~~—— E. This rule directs that LEA and building level policies and practices shall free~~  
73 ~~licensed school counselors for appropriate identified activities with secondary students.~~

74

75 ~~**R277-462-3. Comprehensive Counseling and Guidance Program Approval and**~~  
76 ~~**Qualifying Criteria.**~~

77 ~~—— A. Comprehensive Counseling and Guidance disbursement criteria:~~

78 ~~—— (1) In order to qualify for Comprehensive Counseling and Guidance Program~~  
79 ~~funds, secondary schools shall implement SEOP/Plan for College and Career Readiness~~  
80 ~~policies and practices, consistent with Sub53E-2-304(2)(b), local board or charter school~~  
81 ~~governing board policies, and the school improvement plans developed for AdvancED~~  
82 ~~Accreditation and required under Section 53G-7-1204.~~

83 ~~—— (2) Consistent with the Utah Model for Comprehensive Counseling and~~  
84 ~~Guidance: K-12 Programs, the USOE shall designate to each LEA secondary school, that~~  
85 ~~has a USOE-approved school counseling program, a WPU base for the first 400 students~~  
86 ~~as determined by the October 1 enrollment of the previous fiscal year. The USOE shall~~  
87 ~~also designate a per student allotment, as funds are available, for each additional student~~

88 beyond 400, capping at a maximum 1200 students, if the local Program maintains  
89 Program criteria and ratios required in R277-462-5.

90 ~~—— (3) The USOE shall give priority for funding to grades nine through twelve for~~  
91 ~~career and technical education programs including the Comprehensive Counseling and~~  
92 ~~Guidance Program and any remaining funds to grades seven and eight for the schools~~  
93 ~~which meet Comprehensive Counseling and Guidance Program standards. The USOE~~  
94 ~~shall distribute funds directed to grades seven and eight according to the formula under~~  
95 ~~R277-462-3A(2) following the distribution of funds for grades nine through twelve.~~

96 ~~—— (4) The USOE shall integrate the LEA Comprehensive Counseling and Guidance~~  
97 ~~Program into the mission of the schools consistently with the AdvancED Accreditation~~  
98 ~~process as defined in R277-410, Accreditation of Schools. School counselors shall~~  
99 ~~provide evidence that the Comprehensive Counseling and Guidance Program contributes~~  
100 ~~to student achievement included in the local school improvement plan.~~

101 ~~—— (5) Secondary schools shall qualify for Comprehensive Counseling and Guidance~~  
102 ~~Program funds through participation in a regular schedule of on-site reviews by the USOE~~  
103 ~~Comprehensive Counseling and Guidance Program specialist in the formal process and~~  
104 ~~team members determined by the LEA's authorizing agency during the interim review~~  
105 ~~process. The USOE shall schedule the on-site review process for secondary schools as~~  
106 ~~defined in R277-410 which shall take place at a minimum every six years with three year~~  
107 ~~interim reviews, in a format determined by the LEA authorizing agency. Successful~~  
108 ~~on-site reviews of the Comprehensive Counseling and Guidance Program shall indicate a~~  
109 ~~balance of activities consistent with Program models and goals in individual student~~  
110 ~~planning, guidance curriculum, responsive services and system support.~~

111 ~~—— (6) If a charter school requires assistance from a school district in conducting the~~  
112 ~~charter school's on-site review, the charter school shall negotiate that payment.~~

113 ~~—— (7) The USOE shall distribute Comprehensive Counseling and Guidance~~  
114 ~~Program funds to LEAs for secondary schools that have completed a regular schedule of~~  
115 ~~on-site reviews and that meet all of the following criteria:~~

116 ~~—— (a) Approval of the Comprehensive Counseling and Guidance Program by the~~

117 ~~local board of education or charter school governing board and on-going communication~~  
118 ~~with the local or governing board regarding Program goals and outcomes supported by~~  
119 ~~data;~~

120 ~~—— (b) Regular participation of guidance team members in USOE sponsored~~  
121 ~~Comprehensive Counseling and Guidance training;~~

122 ~~—— (c) Adequate resources and support for guidance facilities, material, equipment,~~  
123 ~~clerical support, and school improvement processes;~~

124 ~~—— (d) Evidence that eighty-five percent of aggregate counselors' time is devoted to~~  
125 ~~DIRECT service to students through a balanced program of individual planning, school~~  
126 ~~guidance curriculum, and responsive services consistent with the results of the school~~  
127 ~~needs data;~~

128 ~~—— (e) Communication, collaboration, and coordination within the feeder system~~  
129 ~~regarding the Comprehensive Counseling and Guidance Program;~~

130 ~~—— (f) School-wide student/parent/teacher needs assessment data for the~~  
131 ~~Comprehensive Counseling and Guidance Program gathered and analyzed at least every~~  
132 ~~three years;~~

133 ~~—— (g) Structures and processes to ensure effective Program management including~~  
134 ~~advisory/steering committees functioning effectively, school counselors working as~~  
135 ~~Program leaders, and the Comprehensive Counseling and Guidance Program~~  
136 ~~contributing to school improvement teams;~~

137 ~~—— (h) Available responsive services to address the immediate concerns and~~  
138 ~~identified needs of students through an education-oriented and programmatic approach;~~  
139 ~~services should compliment and coordinate with existing school programs, families, and~~  
140 ~~school and community resources;~~

141 ~~—— (i) Delivery to students of a developmental and sequential school guidance~~  
142 ~~curriculum in harmony with content standards identified in the Utah model for the~~  
143 ~~Comprehensive Counseling and Guidance Program. A school/LEA shall set priorities for~~  
144 ~~Guidance curriculum consistent with the results of the school needs assessment process;~~

145 ~~—— (j) Assistance for students in career development, including awareness and~~

146 exploration, job seeking and finding skills, and post high school placement;

147 ~~—— (k) Facilitation by school counselors of SEOP/Plan for College and Career~~  
148 ~~Readiness, both as a process and a product;~~

149 ~~—— (l) Involvement of parents/guardians in all available Comprehensive Counseling~~  
150 ~~and Guidance Program steering/advisory committees; and~~

151 ~~—— (m) Program elements that are designed to recognize and address the needs of~~  
152 ~~diverse students.~~

153 ~~—— B. All LEA governing boards that receive Comprehensive Counseling and~~  
154 ~~Guidance Program funds shall provide written certification that all Program standards are~~  
155 ~~met by each school consistent with USOE cycles and using USOE forms.~~

156 ~~—— (1) All LEAs receiving Comprehensive Counseling and Guidance Program funds~~  
157 ~~shall provide school-based data projects demonstrating program or intervention~~  
158 ~~effectiveness as required by the USOE.~~

159 ~~—— (2) School counselors shall not devote significant time to non-school counseling~~  
160 ~~activities, including test coordination and assessment, and other activities inconsistent~~  
161 ~~with the Program.~~

162

163 **~~R277-462-4. Student Education Occupation Planning in a Plan for College and~~**  
164 **~~Career Readiness.~~**

165 ~~—— A. Secondary schools that receive Comprehensive Counseling and Guidance~~  
166 ~~funds shall complete a written SEOP/Plan for College and Career Readiness for all~~  
167 ~~students.~~

168 ~~—— B. Parents/guardians shall sign plans.~~

169 ~~—— C. Students shall complete four year plans at the beginning of their seventh~~  
170 ~~grade year.~~

171 ~~—— D. Students' schools shall maintain plans.~~

172 ~~—— E. Students' course registration and class changes shall be consistent with their~~  
173 ~~written SEOP/Plan for College and Career Readiness.~~

174 ~~—— F. Schools shall implement students' SEOP/Plan for College and Career~~

175 ~~Readiness process consistent with the policies and goals of the LEAs' Comprehensive~~  
176 ~~Counseling and Guidance Program models. The student, student's parent/guardian and~~  
177 ~~school personnel shall cooperatively develop the SEOP/Plan for College and Career~~  
178 ~~Readiness during the first two years in which the student is enrolled in grades 7-12 in the~~  
179 ~~LEA. The implementation for the SEOP/Plan for College and Career Readiness shall~~  
180 ~~include the following conferences:~~

181 ~~—— (1) 7th and 8th grades: minimally one individual and one group conference during~~  
182 ~~the two years;~~

183 ~~—— (2) 9th and 10th grades: minimally one individual conference and one group~~  
184 ~~conference during the two years;~~

185 ~~—— (3) 11th and 12th grades: minimally one individual conference and one group~~  
186 ~~conference during the two years; and~~

187 ~~—— (4) other meetings, as necessary.~~

188

189 **~~R277-462-5. School Counselor to Student Ratios.~~**

190 ~~—— A. All LEAs shall certify to the USOE by October 1 annually:~~

191 ~~—— (1) the full time equivalent licensed school counselors employed and assigned to~~  
192 ~~each school;~~

193 ~~—— (2) that secondary school counselor to secondary student ratios at the LEA level~~  
194 ~~are one (counselor) to 350 (students) or better; and~~

195 ~~—— (3) that variations requiring less than a .25 full time equivalent licensed school~~  
196 ~~counselor shall be permitted at the school level.~~

197 ~~—— B. June 1 annually, LEAs not meeting the ratio required under R277-462-5A(2),~~  
198 ~~shall submit to the Board a plan to be approved for meeting established ratios in a~~  
199 ~~reasonable time frame to continue to receive Comprehensive Counseling and Guidance~~  
200 ~~Program and Minimum School Program funding.~~

201 ~~—— C. LEAs that do not satisfy required counselor to student ratios shall receive~~  
202 ~~reasonable notice and reasonable time periods and opportunities to explain and remedy~~  
203 ~~the failure to comply.~~

204 ~~—— D. As additional funds for Comprehensive Counseling and Guidance Programs~~  
205 ~~become available, the Board may require LEAs to have lower counselor to student ratios,~~  
206 ~~following notice to LEAs.~~

207

208 ~~**R277-462-6. Use of Comprehensive Counseling and Guidance Program Funds.**~~

209 ~~—— A. LEAs shall satisfy all provisions of R277-462 including established counselor~~  
210 ~~to student ratios, in order to receive Comprehensive Counseling and Guidance Program~~  
211 ~~funds.~~

212 ~~—— B. LEAs shall use funds for students in grades 7-12.~~

213 ~~—— C. LEAs may use funds to provide a school guidance curriculum.~~

214 ~~—— D. LEAs may use funds to provide student activities that support the SEOP/Plan~~  
215 ~~for College and Career Readiness process.~~

216 ~~—— E. LEAs may use funds for personnel costs including clerical positions that~~  
217 ~~support the SEOP/Plan for College and Career Readiness process.~~

218 ~~—— F. LEAs may use funds for Career Center equipment or materials such as~~  
219 ~~computers, media equipment, computer software, occupational information, SEOP/Plan~~  
220 ~~for College and Career Readiness folders or educational information.~~

221 ~~—— G. LEAs may use funds for professional development for personnel involved in~~  
222 ~~the Comprehensive Counseling and Guidance Program.~~

223 ~~—— H. LEAs may use funds for the expenses of extended days or years which are~~  
224 ~~required to run the Program.~~

225 ~~—— I. LEAs may use funds for classroom guidance curriculum materials.~~

226 ~~—— J. LEAs may use funds to pay for at least one secondary school counselor, per~~  
227 ~~school, per year for membership in the American School Counselor Association (ASCA)~~  
228 ~~to facilitate accessing research and resources for effective Program implementation and~~  
229 ~~effective student interventions and outcomes.~~

230 ~~—— K. LEAs shall not use funds to supplant current or existing personnel or~~  
231 ~~programs.~~

232 ~~—— L. The USOE may use no more than two percent of the total Comprehensive~~

233 ~~Counseling and Guidance Program funding to provide SEOP/Plan for College and Career~~  
234 ~~Readiness development and Program management.~~

235

236 ~~**R277-462-7. Variances, Accountability and Reporting.**~~

237 ~~—— A. New schools that are created from schools that have AdvancED accreditation~~  
238 ~~and USOE Comprehensive Counseling and Guidance Program approval may qualify for~~  
239 ~~Comprehensive Counseling and Guidance Program funding under this rule in the schools'~~  
240 ~~first year of operation.~~

241 ~~—— B. New LEA schools not meeting the requirements of R277-462-5A may receive~~  
242 ~~Comprehensive Counseling and Guidance Program funding following two years of~~  
243 ~~planning, training and Program implementation.~~

244 ~~—— C. USOE Data Gathering~~

245 ~~—— (1) The USOE shall gather data annually in October from LEAs regarding the~~  
246 ~~number and assignments of school counselors.~~

247 ~~—— (2) The USOE shall use the data to determine LEA compliance with this rule,~~  
248 ~~including required ratios.~~

249 ~~—— D. The USOE shall monitor the Program statewide and prepare an annual report~~  
250 ~~for the Legislature and the Board including data and compliance information.~~

251 ~~—— E. LEAs shall certify on an annual basis that previously qualified schools continue~~  
252 ~~to meet the Program criteria and provide the USOE with data and information on the~~  
253 ~~Program upon request.~~

254

255

256 ~~**KEY: public education, counselors**~~

257 ~~**Date of Enactment or Last Substantive Amendment: August 7, 2014**~~

258 ~~**Notice of Continuation: June 10, 2014**~~

259 ~~**Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-2-304(2)(b);**~~  
260 ~~**53E-3-401(4)]**~~

261

262 **R277. Education, Administration.**

263 **R277-462. School Counseling Program.**

264 **R277-462-1. Authority and Purpose.**

265 (1) This rule is authorized by:

266 (a) Utah Constitution Article X, Section 3 which vests general control and  
267 supervision over public education in the Board;

268 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the  
269 Board's duties and responsibilities under the Utah Constitution and state law; and

270 ~~(c) Subsection 53E-3-518 which directs the Board to make rules specifying:~~

271 ~~(i) the recommended direct and indirect services a school counselor may provide;~~

272 ~~(ii) the recommended amount of time a school counselor may spend on direct and~~  
273 ~~indirect services; and~~

274 ~~(iii) activities for a school counselor.]~~

275 (c) Subsection 53E-2-304(2)(b) which directs local boards to develop policies for  
276 the implementation of student Plan for College and Career Readiness.

277 (2) The purpose of this rule is to establish:

278 (a) standards and procedures for an LEA applying for funds appropriated for the  
279 School Counseling Program;

280 (b) the minimum counselor to student ratios within an LEA; and

281 (c) provisions for an LEA not meeting the minimum counselor to student ratios;

282 ~~and~~

283 ~~(d) standards and time limits for direct and indirect services provided by a~~  
284 ~~counselor within an LEA.]~~

285

286 **R277-462-2. Definitions.**

287 ~~{(1) "Direct Services" means services provided by a school counselor that relate~~  
288 ~~directly to:~~

289 ~~(a) collaborative classroom instruction;~~

290 ~~(b) a plan for college and career readiness;~~

291 ~~\_\_\_\_\_ (c) dropout prevention with social and emotional supports; and~~  
292 ~~\_\_\_\_\_ (d) providing supports for a student's needs consistent with the program.~~  
293 ~~\_\_\_\_\_ (2) "Indirect Services" means all other services other than non-school counseling~~  
294 ~~activities provided to an LEA or school by a school counselor that are not direct services.]~~

295 ~~\_\_\_\_\_ (31) "LEA" means, for purposes of this rule, an LEA that serves students in grades~~  
296 ~~7-12.~~

297 ~~\_\_\_\_\_ [(4) "Non-school counselor activities" means activities inconsistent with the~~  
298 ~~program and deemed inappropriate as outlined in the program model described in~~  
299 ~~Section R277-462-3 including sole responsibility for test coordination and assessment~~  
300 ~~facilitation.]~~

301 ~~\_\_\_\_\_ (52) "Program" or means an LEA's school counseling program that shall be~~  
302 ~~consistent with the program model described in Section R277-462-3.~~

303 ~~\_\_\_\_\_ (63) "School Counselor" means an educator licensed as a school counselor~~  
304 ~~consistent with R277-506 and assigned to provide direct and indirect services to students~~  
305 ~~consistent with the program.~~

306 ~~\_\_\_\_\_ (74) "Student" means, for purposes of this rule, only students in grades 7-12.~~

307

308 **R277-462-3. Incorporation of College and Career Readiness School Counseling**  
309 **Program Model.**

310 ~~\_\_\_\_\_ (1) This rule incorporates by reference the College and Career Readiness School~~  
311 ~~Counseling Model Second Edition, 2016.~~

312 ~~\_\_\_\_\_ (2) A copy of the current College and Career Readiness School Counseling~~  
313 ~~Program Model is located at:~~

314 ~~\_\_\_\_\_ (a) <https://schools.utah.gov/file/5ff1f145-c2c4-4fe5-b8bc-61c744a27f51>~~

315 ~~\_\_\_\_\_ (b) the Utah State Board of Education – 250 East 500 South, Salt Lake City, Utah~~  
316 ~~84111.~~

317

318 **R277-462-4. School Counseling Program Approval and Qualifying Criteria.**

319 ~~\_\_\_\_\_ (1) To qualify for a funding distribution outlined in subsection (2), an LEA shall:~~

320 \_\_\_\_\_ (a) have a plan for college and career readiness consistent with Section 53E-2-304  
321 and R277-462-5;

322 \_\_\_\_\_ (b) have an approved student success framework described in Section  
323 53G-7-1304;

324 \_\_\_\_\_ (c) participate in an on-site program review conducted by the Superintendent  
325 which shall:

326       (i) at least once every six years, be conducted in conjunction with an LEA's  
327 accreditation review described in R277-410; and

328       (ii) assess the following components of the program:

329       (A) collaborative classroom instruction;

330       (B) implementation of the plan for college and career readiness;

331       (C) program contribution to achieving the student success framework;

332       (D) systemic dropout prevention; and

333       (E) overall administration of the program.

334       (d) at least once every three years conduct an internal on-site review consistent  
335 with elements of the on-site review conducted by the Superintendent;

336       (e) participate in statewide trainings provided by the Superintendent;

337       (f) provide adequate resources and program management to each program within  
338 the LEA;

339       (g) conduct a program needs assessment with relevant stakeholders at least once  
340 every three years including school-based data projects demonstrating program or  
341 intervention effectiveness;

342       (h) provide evidence of LEA governing board approval of the program;

343       (i) demonstrate parental involvement in the program including advisory committee  
344 participation;

345       (j) integrate collaborative classroom instruction consistent with student success  
346 framework and standards identified by the program model;

347       (k) maintain the required school counselor to student ratio described in Section  
348 R277-462-6;

349 ~~[(l) demonstrate compliance of time allocation for direct and indirect services~~  
350 ~~provided by a school counselor as outlined in Section R277-462-7;]~~

351 (m) design a program that includes the needs of diverse students; and  
352 (am) provide assistance for students in career literacy and future decision-making  
353 skills.

354 (2) An LEA that meets the requirements in subsection (1) may receive a funding  
355 distribution as follows:

356 (a) a WPU base for the first 400 students; and

357 (b) a per student distribution for each additional student beyond 400 students, up  
358 to 1200 students.

359 (3) An LEA shall use the October 1 enrollment count of the previous fiscal year  
360 when determining the distribution amount to request.

361

362 **R277-462-5 Plan for College and Career Readiness.**

363 (1) To qualify for funding described in Section R277-462-4 an LEA shall ensure  
364 each student within the LEA has a plan for college and career readiness.

365 (2) A student, student's parent, and school counselor shall collaboratively develop  
366 the student's plan for college and career readiness.

367 (3) A plan for college and career readiness shall:

368 (a) be a four-year plan and completed either:

369 (i) initiated at the beginning of a student's seventh grade year; or

370 (ii) within the first year the student is enrolled in grades 7-12;

371 (b) include parents in the individual planning meetings with a student;

372 (c) be maintained by the counseling department in each school;

373 (d) follow a student as the student progresses through each grade; and

374 (e) when applicable, transfer with a student between LEAs.

375 (4) An LEA shall ensure that a student's course registration and class schedule is  
376 consistent with the student's plan for college and career readiness.

377 (5) An LEA shall require all schools with the LEA to document parental

378 involvement and participation in a student's planning meetings.

379 (5) An LEA shall ensure the implementation for a plan for college and career  
380 readiness in consistent with the LEA's program goals and includes the following  
381 conference meetings:

382 (a) at least one individual and one group conference meeting during:

383 (i) grades 7 and 8;

384 (ii) grades 9 and 10; and

385 (iii) grades 11 and 12.

386 (b) other meetings as needed.

387

388 **R277-462-6 School Counselor to Student Ratios.**

389 (1) To qualify for funding described in Section R277-462-4 an LEA shall have at  
390 least one school counselor for every 350 students.

391 (2) For purposes of counting toward fulfillment of this ratio, a school counselor  
392 shall be:

393 (a) a full-time equivalent within an LEA; and

394 (b) board certified and licensed.

395 (3) An LEA may be considered compliant with subsection (1) if less than .25  
396 school counselors would be needed for the LEA to meet the required ratio.

397 (4) No later than October 1 of each year an LEA shall certify to the Superintendent  
398 the school counselor to student ratio.

399 (5) No later than June 1 from submitting the LEA's certified ratio, an LEA that does  
400 not meet the required ratio in subsection (1) shall submit to the Board a plan outlining a  
401 reasonable timeline and method for achieving compliance.

402 (6) If an LEA fails to fulfill the plan described in subsection (5), the LEA may be  
403 placed on a corrective action plan described in R277-114.

404 (7) If an LEA fails to complete the corrective action plan described in subsection  
405 (6), the LEA shall be referred to the Board for further corrective action including loss of  
406 distributed funds.

407

408 ~~**R277-462-7 Time Allotment for Direct and Indirect Services.**~~

409 ~~\_\_\_\_\_ (1) To qualify for funding described in Section R277-462-4, an LEA shall ensure:~~

410 ~~(a) 85% of a school counselor's aggregate time is devoted to providing direct~~  
411 ~~services to students; and~~

412 ~~(b) a school counselor does not devote more than 15% of the school counselor's~~  
413 ~~aggregate time to indirect services including:~~

414 ~~(i) faculty meetings;~~

415 ~~(ii) program management;—~~

416 ~~(iii) professional development; and~~

417 ~~(iv) leadership meetings.~~

418 ~~(2) An LEA shall ensure a school counselor does not spend any time in non-school~~  
419 ~~counselor activities.~~

420 ~~(3) An LEA shall ensure all direct and indirect services provided by a school~~  
421 ~~counselor are consistent with the listed appropriate usage of time provided by the~~  
422 ~~program.~~

423 ~~(4) An LEA that violates this section shall be provided a written notice of~~  
424 ~~non-compliance by the Superintendent and given a 120-day cure period.~~

425 ~~(5) If an LEA fails to cure within 120 days, the LEA shall be placed on a corrective~~  
426 ~~action plan outlined in R277-114.~~

427 ~~(6) If an LEA fails to complete the corrective action plan described in subsection~~  
428 ~~(5), the LEA shall be referred to the Board for further corrective action including loss of~~  
429 ~~distributed funds.]~~

430

431 ~~**R277-462-[8]7 Allowable Use of Distributed Funds.**~~

432 ~~\_\_\_\_\_ (1) An LEA shall ensure all funds distributed are used for any of the following~~  
433 ~~purposes:~~

434 ~~\_\_\_\_\_ (a) to provide a school collaborative classroom curriculum;~~

435 ~~\_\_\_\_\_ (b) personnel costs including clerical positions that support the plan for college and~~

436 career readiness process;

437 (c) career center equipment or materials such as computers, media equipment,  
438 computer software, or occupational information;

439 (d) professional development for personnel involved in the program;

440 (e) expenses of extended hours which are required to run the program; and

441 (f) membership in the American School Counselor Association (ASCA) for at least  
442 one school counselor per school per year.

443 (2) An LEA may not use funds to supplant currently existing personnel or  
444 programs.

445

446 **R277-462-~~7~~8 Variances, Accountability, and Reporting.**

447 (1) A new LEA may receive funding under R277-462 if the new LEA:

448 (a) has received accreditation pursuant to R277-410; and

449 (b) has an approved program pursuant to R277-462.

450 (2) A new LEA that does not meet the school counselor to student ratio described  
451 in Section R277-462-6 may receive a funding distribution after two years of planning,  
452 training and program implementation.

453 (3) No later than October 1, an LEA shall certify annually all previously qualified  
454 schools continue to meet the Program criteria.

455 (4) An LEA shall provide data and information about the LEA's program as  
456 requested by the Superintendent.

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460 **KEY: public education, counselors**

461 **Date of Enactment or Last Substantive Amendment: 2019**

462 **Notice of Continuation: 2019**

463 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; [53E-2-304(2)(b)];**

464 **53E-3-401(4)**