

## **St. HOPE Public Schools Guidance/Counseling Services Policy**

St. HOPE Public Schools (SHPS) recognizes that a comprehensive counseling program can help promote both academic achievement and social emotional health, serving the diverse needs of all students. School-based counseling staff, including credentialed counselors and supervised advisory staff, shall be available to meet with students to provide academic advising, social-emotional support, and college and career planning.

SHPS prohibits discrimination in counseling, counseling services, and counseling materials against any student on the basis of a student's actual or perceived ancestry, age, color, disability, gender, sex, gender identity, gender expression, sexual orientation, nationality, race, ethnicity, immigration status, religion, actual or potential parental, family or marital status, or association with a person or a group with one or more of these actual or perceived characteristics. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category.

### **Academic Advising**

SHPS's academic counseling program shall help students establish immediate and long-range educational plans, achieve academic standards, and complete the required curriculum in accordance with their individual needs, abilities, and interests. Counseling staff will also assure that students are on track to complete the college preparatory coursework included in SHPS's graduation requirements, or any alternative graduation requirements established. To the extent possible, parents/guardians shall be included when making educational plans.

### **College and Career Planning**

Counseling staff shall help all students plan for the future and become aware of their career interests and opportunities. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, scholarships and other application requirements. Parents should be considered partners in supporting students' college and career plans.

### **Social-Emotional Support**

Counseling staff shall work with students whose personal circumstances or challenges affect their experiences at school. As appropriate, students shall be informed about agencies that offer qualified professional assistance with substance abuse; physical, social or emotional issues; or other personal or health obstacles.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (*Education Code 49602*)

Counseling staff shall respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal circumstances. Parent/guardian consultation and consent shall be obtained as appropriate.

### **Processing Complaints of Discrimination, Harassment, Intimidation, and Bullying**

SHPS has adopted a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on the above listed actual or perceived characteristics. The "St. HOPE Public Schools Uniform Complaint Procedures" is available upon request.

SHPS has designated the below compliance officer. The compliance officer shall receive and investigate complaints and ensure compliance with the law. The Superintendent/CEO may appoint a designee to conduct the investigation.

#### **Equity Compliance Officer/ Title IX Compliance Officer:**

Emily Heizer

Director of Credential Advising and Conflict Resolution

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