







Develop and implement a comprehensive Guidance Plan to prepare students for college and/or career readiness.

Action Items:

Add secondary school counselors upon completion of the comprehensive Guidance Plan (Counseling Master Plan)

Meet with students, review progress report grades, and refer to appropriate interventions as needed

Conduct interviews with students to review courses, schedules, graduation requirements, and college and career goals

Increase the number of ELs who are re-designated

Provide academic guidance to ELs and students who are not on track to complete graduation requirements

Increase graduation rates for EL students

Increase the number of students who complete UC a-g requirements

Reduce the number of students receiving Ds & Fs

Conduct post-secondary orientation for all grade 11 students

Host parent education events (i.e. College nights, Financial Aid Nights)

Host 9<sup>th</sup> grade orientation events

Provide students with information about accessing career and technical education courses and work-based learning opportunities and career pathways

Host transition activities for entering and exiting middle school students

Provide world Language courses at the middle school level (District responsibility)

Provide parent training and support to better understand UC a-



16.	The school counselors help students with future educational planning, college selection and placement.	59
17.	School counselors work with teachers to provide classroom guidance curriculum.	9
18.	The school counselors provide important information to parents and students about services outside of the school setting.	56
19.	The school counselors serve as a liaison between all parties	61
20.	The school counselors are viewed as an integral part of	59

emotional support; serving as a liaison; support from site administration and good working relationships with school staff.

**Counselor Survey Results (Total: 12)**

**Agree & Strongly Agree (%)**

8.	The goals of the school counseling program are consistent with the school mission.	66.6
9.	The school counseling program helps to enhance the academic achievement of all students.	75

**1. Students will be exposed to promotion/graduation requirements each year.**

Metric: Promotion and graduation rates for targeted subgroups and all students.

Metric: Drop-out rate for targeted subgroups and all students.

Metric: Non-promotion rate for targeted subgroups and all students.

Target: Increase promotion and graduation rates for targeted subgroups by 2%

Target: Decrease the drop-out rate by 2%.

Target: Decrease the non-promotion rate by 2%

**2. Students will be exposed to college, career, and technical information so that they can develop the**



Metric: Documented parent meetings and IEP attendance in the student information system, Aeries®.

Target: Increase attendance by 5%

**7. School Counselors will provide effective communication to the school community and its stakeholders.**

Metric: All-Calls, postcards, social media, school website, summer mailers

Target: Increase communications by 5%

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### **Academic Counseling and Planning**

The comprehensive counseling program provides academic counseling and planning for all students. It may be implemented through individual meetings, classroom guidance, or small group guidance. Academic planning encourages students to develop and take action on educational next steps.

### **Monitoring of Academic Progress**

academic progress. School counselors help the student understand and monitor academic growth.

### **College & Career Planning**

As part of the comprehensive counseling program, school counselors provide opportunities for all students to explore future plans. The opportunities are intended to guide the students in establishing educational, career, and personal goals.

### **Intervention Se4(n)-2Ur**

## Supporting Academic Success

Provide individual and group academic support  
Collaborate with teachers, support staff, and parents

Monitor grades and attendance of senior students  
Inform and recommend intervention options to parents and students  
Assist students and parents in academic goal setting and four-year planning

Evaluate and assess, refine and adjust on-going counseling program

Participate in ongoing professional growth; attend conferences and workshops

Participate in Back to School Night and Open House

Maintain records in Intervention screen through Aeries ®

Counselors will complete appropriate section of college applications and may write letters of recommendation

- Present grade-level guidance lessons: **9th Grade:** Social Media; **10th Grade:** UC/CSU Entrance Requirements; **11th Grade:** Communication and Soft Skills; **12<sup>th</sup> Grade :** Careers



Maintain records in Intervention screen through Aeries ®  
Document meetings and collaboration as needed  
Present grade-level Present grade

- Attend Individualized Education Plan meetings (IEPs)
- Attend Student Success Team meetings (SSTs)
- Attend Attendance Study Team meetings (ASTs)
- Participate and assist in proctoring Advanced Placement (AP) exams
- Facilitate weekly counseling meeting (all site counselors)
- Facilitate bi-weekly counseling meeting (with administrator of counseling)
- Coordinate counselor and administrator professional development
- Provide counselors with relevant data that helps counselors to perform their duties (i.e. attendance reports, grades)





**Expected Outcomes:**

1. Second semester 8<sup>th</sup> graders will know the difference between HS Graduation Requirements and UC/CSU Entrance Requirements.
2. By the end of 8<sup>th</sup> grade, students will have access to career/technical exploration activities.
3. Students will identify their strengths and weaknesses in relation to the world of work, and will note areas of interest.

**Methods of Evaluation:**

1. Survey results.
2. Pre- post- tests
3. Aeries® Intervention screen documentation.
4. 6<sup>th</sup> grade intake during first semester classroom visits versus 8<sup>th</sup> grade exit slips during second semester classroom visits.
5. Counseling activity calendar created by assistant principals.

**Plan Description:**

Activities	Target Group	Staff Assigned
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**Expected Outcomes:**

1. Students will gain increased awareness of web resources, tutoring opportunities, grade portal, BUSD Parent Academies, FSAB, and other community resources.
2. Faculty and staff will gain increased awareness regarding relevant issues facing students (i.e. self-

**Expected Outcomes:**

1. Provide an academic

High School Counselors will collaborate with Middle school counselors about matriculation and registration.	8 <sup>th</sup> Grade	Counselors Administrators		On Going
Counselors will keep students and parents abreast of most current information regarding guidance and career information.	9 - 12 grade	Counselors Career Center Tech Support	College Speakers and Representatives Social Media College Fair Career Tech Day Notices will be translated for parents	On going
Each 9 <sup>th</sup> grade student will take a Career Interest assessment in Health and Careers	9 <sup>th</sup> grade	ROP Counselors Teachers Counselors	LACOE	Annually
Students will be offered the opportunity to take the ASVAB.	11 <sup>th</sup> - 12 <sup>th</sup> grade	Career Center	Military Counselors	Annually



1. All students will have a four year plan, which includes a post- secondary goal or interest.
2. Increase the percentage of students who take the Armed Services Vocational Aptitude Battery (ASVAB).
3. All students receive a guidance lesson where CTE is emphasized.
4. Identification of targeted disadvantaged students.

1. Number of Four Year Plans completed in Aeries.
2. Number students voluntarily taking the ASVAB in Aeries.
3. Pre and Post testing prior to and following all lessons.

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
Counselors will conduct a 4 year plan with all students, including  post-				

**Expected Outcomes:**

- 1. Increase attendance at College Representative presentations.
- 2. Increase awareness of services offered through Burbank Family Services.
- 3. Increase participation in Test Prep Programs
- 4. Increase attendance at Career/Tech Education day.
- 5. Increase attendance at Financial Aid night.
- 6. Increase attendance at Parent Nights.
- 7. Increase awareness and attendance for targeted disadvantaged students in the above areas

**Methods of Evaluation:**

- 1. Student and parent participation from sign-in sheets
- 2. Parent satisfaction questions in future district parent surveys
- 3. Students and parents in attendance (sign in sheets) at Financial Aid Night and at grade level Parent Nights.
- 4. Documentation of students who attend College Application Workshops

**Plan Description:**

Activities	Target Group	Staff Assigned	Other Resources	Timeframe
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**Grade level lessons will be delivered in a classroom setting or other large venue. Topics will be reviewed and selected on an annual basis.**

6<sup>th</sup> Grade: Social skills/fostering positive social interactions (1<sup>st</sup> quarter)

7<sup>th</sup> Grade: Understanding GPA (2<sup>nd</sup> quarter)

8<sup>th</sup> Grade: High School and College/ UC/CSU entrance requirements  
(December or January)

9<sup>th</sup> Grade: Coping strategies and emotional wellness

10<sup>th</sup> Grade: UC/CSU entrance requirements

11<sup>th</sup> Grade: Communication and 21<sup>st</sup> century job skills

12<sup>th</sup> Grade: Careers

## **8<sup>th</sup> Grade Registration Advisement**

Meetings will be available for each 8<sup>th</sup> grade student and their parents. Letters to invite parents to schedule a 20 minute meeting with their counselor will be sent home after 8<sup>th</sup> Grade Night is held at the high schools, and after the high school counselors have presented to 8<sup>th</sup> graders during the school day at each middle school.

### **Each meeting will cover the following agenda:**

Brief review middle school academic progress

UC/CSU entrance requirements and high school graduation requirements

Selection of appropriate courses for 9<sup>th</sup> grade

Completion of high school registration form

### **A \_\_\_\_\_ that includes:**

UC /CSU entrance requirements and high school graduation requirements chart

Career Technical Information

Four-Year Plan Template

High School Credits and GPA Information

Web Resources for Parents and Students

General tips for 9<sup>th</sup> Grade success

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Meetings will be available for each 10th grade student and their parents.

Letters to invite parents to schedule a 20 minute meeting with their counselor will be sent home during fall semester.

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Review high school academic progress

Brief

