



**RICHFIELD JT SCHOOL DISTRICT NO. 1**  
*Inspiring Learners... Cultivating Leaders*

**3117 Holy Hill Road**  
**Richfield, Wisconsin 53076**  
(262) 628-1032 • (262) 628-3013 FAX

### **Policy 364 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING**

A comprehensive and sequential program of developmentally-based guidance and counseling services shall be maintained in grades K-8 in the District. The broad program components shall include a school counseling curriculum; individual student planning services; responsive services; and system support services (e.g., planned opportunities for professional development, consultation, and collaboration); assist students in achieving their optimum growth; enable students to draw the greatest benefit from the offerings of the instructional program of the schools; assist students in career awareness and planning; help integrate all the student's experience so that s/he can better relate school activity to life outside the school; help students learn to make their own decisions and solve problems independently; enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired in accordance with 115.96, Wis. Stats.

Guidance and counseling services shall be planned and provided by District pupil services staff in conjunction with supervising administrator(s) and other licensed staff. Staff members involved in planning these services shall involve and seek the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

Staff members who provide guidance and counseling services are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 8. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after matriculation to high school.

The District Administrator shall implement the school program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the

- development of their children;
- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

The Board shall provide the following services, through the counselor's office, for students who have limited English proficiency:

- A. an effective instructional program and supportive services appropriate to meet the needs of the student;
- B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve the skills of such students in the use of their native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to ELL programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

## Legal References:

### Wisconsin Statutes

- [Section 115.28\(59\)](#) [academic and career planning]
- [Section 118.01\(2\)\(d\)](#) [educational program goals related to personal development]
- [Section 118.125](#) [maintenance and confidentiality of student records]
- [Section 118.126](#) [privileged communication about student alcohol and other drug problems]
- [Section 118.295](#) [liability exemption for suicide intervention]
- [Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

### Wisconsin Administrative Code

- [PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]
- [PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]
- [Ch. PI 26](#) [Education for employment plans and programs]

### Federal Laws and Regulations

- [Family Educational Rights and Privacy Act](#) [federal student records law]
- [34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]
- [34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

C.F.R. 100.3(b)  
34 C.F.R. 106.36  
34 C.F.R. 104.37(b)  
28 C.F.R. 35.130

Vocational Educational Guidelines, Appendix B, Title 6

Adoption Date: 7/17/1995  
Revised Date: 10/24/2016  
Revised Date: 8/21/2017

## Policy 364 - RULE

The general goals and functions of the District's guidance and counseling program shall be reflected in a Board-approved plan for such services, and include the following:

1. Personal and social development, including the following:
  - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and weaknesses, aptitudes, needs, interests and worth as unique individuals.
  - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
  - c. Assist students in developing problem-solving and decision-making skills.
  - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.
  - e. Assist students in developing self advocacy skills along with the development and use of protective behaviors
2. Academic development and planning, including the following:
  - a. Assist students in understanding educational requirements and options.
  - b. Assist students in understanding and resolving educational difficulties.
  - c. Assist students in accepting increased responsibility for their educational and life-planning goals.
  - d. Assist students to utilize effective organization and study skills along with time management techniques.
3. Career development and planning, including the following:
  - a. Assist students by helping them develop positive work traits.
  - b. Assist students in exploring various career options.
  - c. Assist students in developing career interests.
  - d. Assist students in learning career decision-making skills.
  - e. Assist students in the exploration of personal character strengths in connection to career interests and life-planning goals