



SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Services Office
Counseling and Guidance Department

Comprehensive School Counseling Program

San Diego Unified School District's Counseling and Guidance Baseline Level of Service (BLS)

Grade 7

Continual Services

- Mandated Reporting
- Emergency Procedure 10, suicide/self-harm
- Site Crisis Response Team (SCRT) participation
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations

- Crisis counseling and referrals
- Individual and small group counseling (curriculum/topic based)
- ATOD intervention groups (AP 6298)
- Health education in alignment with Common Core State Standards (CCSS)

- Referrals, from staff or self-referrals
- Consultation, collaboration, and teaming (RtI, IEP, SART, ISP)
- Cumulative reviews
- Classroom observations
- Individual conferences (student/family)

- Referrals to community agencies, SARB, or Youth in Transition
- Parent and community engagement (i.e. website, email, Naviance, Connect Ed, letters)
- Outreach to colleges and universities
- Career and Technical education in alignment with Common Core State Standards (CCSS)

- Peer facilitation and conflict resolution
- Coping and redirection
- Contracts (behavior, academic, etc.)
- Attendance monitoring

- Data evaluation (ex. CST scores, Benchmarks, MEASURE)
- Participate on site committee(s)
- District committees/program management roles
- Planning, designing, implementing, and evaluating the school counseling curriculum
- Interdisciplinary curriculum development

- Participate in on-going professional development and trainings
- Professional development
- Quarterly meeting with school counselors from cluster schools
- Support California Healthy Kids Survey (CHKS) delivery and administration

Quarter 1

- Review of student course schedules (level placement, IEP/ISP/EL)
- Balance classes and prepare student schedules for “First Day” of school
- New student registration
- Participate in new and returning student orientation/registration
- Review with all site staff Emergency Procedure 10
- Review role of school counselor in school site safety plan
- Attend Counseling and Guidance Department meetings and trainings
- Classroom visit or grade level assembly to present information on:
 - Grade level expectations
 - Academic expectations
 - Organization skills
 - Time management
 - Attendance
 - Behavior
- Individual student/parent conference for all students at-risk
- Identify target students for group counseling services
- Identify and complete academic review with at-risk students at conclusion of each marking period. Notification letter is sent to parent/guardian (Weeks 7-8)
- Identify at-risk students and work in collaboration with appropriate school staff to design individualized support services, completion of Academic Review in Naviance.
- Complete and submit a MEASURE to Counseling and Guidance Department (December 1)
- Support Yellow Ribbon Week activities on campus
- Support Red Ribbon Week activities on campus

Quarter 2

- Direct communication with parent/guardian for all students at-risk (completed by the end of the second week of the second semester) Notification letter is sent to parent/guardian (Weeks 10-13)
- Naviance “Career Key”
- Grade 7 parent meeting
 - Grade level expectations
 - Academic expectations
 - Organization skills
 - Time management
 - Attendance
 - Behavior
 - High School Readiness
 - High School Graduation requirements
 - Credits
 - Course Requirements
 - Prerequisites for accessing courses
 - Grade Point Average
 - CAHSEE
 - FitnessGrams®
 - UC/CSU ‘a-g’ requirements
- Classroom Guidance Lesson on Bullying, Harassment, and Intimidation
- Work with site administrators to establish articulation calendar
- Submit to Counseling and Guidance Department list of future year course offerings, for update of Naviance Course Planner
- Facilitate planning and participate in awards assembly to recognize student successes.
- Review student schedules for second semester and make appropriate changes as needed
- Rebalance classes as needed

Quarter 3

- Review of student course schedules (level placement, IEP/ISP/EL)
- Balance classes and prepare student schedules for “First Day” of second semester
- Direct communication with parent/guardian for all students at-risk (completed by the end of the second week of the second semester) Notification letter is sent to parent/guardian
- Facilitate planning and participate in awards assembly to recognize student successes.
- Naviance “Course Planner”
- Provide training to teachers on Course Recommendation entry in Naviance
- Articulation
- Classroom Guidance Lesson on High School Transition, College Readiness, and standardized testing strategies
- Participate in spring Open House

Quarter 4

- Direct communication with parent/guardian for all students at-risk (Weeks 28-30) Notification letter is sent to parent/guardian
- Facilitate planning and participate in awards assembly to recognize student successes.
- Collaborate with site administrator in building Master Schedule
- Naviance "Course Planner"