



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 9**

**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)
- Classroom Guidance Lessons
  
- 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 to California Healthy Kids Survey (CHKS) delivery and administration
- Tobacco Use Prevention Education (TUPE) booster lessons
- Botvin Lessons (10 sessions)

### **Quarter 1**

- 9<sup>th</sup> grade parent orientation
- Identify matriculating students who received a final grade of D or F in English, mathematics and world language in order to assure proper course placement
- Review of student course schedules (graduation requirements, UC/CSU 'a-g' completion, NCAA eligibility, IEP/ISP/EL)
- Balance classes and prepare student schedules for "First Day" of school
- Review with all site staff Emergency Procedure 10
- Review role of school counselor in school site safety plan
- Identify at-risk students at conclusion of each marking period. Communicate and involve parent(s)/guardian(s) in this process (Weeks 7-8)
- Freshmen Assembly
- UC/CSU Counselor Conferences
- Naviance "College Search"
- Naviance "Colleges I am Thinking About"
- Naviance "Career Interest Profiler"
- Naviance "Explore Careers and Clusters"
- Complete and submit a MEASURE to Counseling and Guidance Department (December 1)
- Attend Counseling and Guidance Department meetings and trainings

### **Quarter 2**

- Identify at-risk students at conclusion of each marking period. Communicate and involve parent(s)/guardian(s) in process. (Weeks 10-13)
- Naviance "Colleges I am thinking about"
- Naviance "College Search"
- Coordinate communication and registration for AP exams
- Review student schedules for second semester and make appropriate changes as needed
- Rebalance classes as needed

### Quarter 3

- Credit Evaluation completed for all students
- Review of student course schedules (graduation requirements, UC/CSU 'a-g' completion, NCAA eligibility, IEP/ISP/EL)
- Balance classes and prepare student schedules for "First Day" of second semester
- Identify at-risk students at conclusion of each marking period. Communicate and involve parent(s)/guardian(s) in process.
- NCAA student/parent workshop
- Freshmen student/parent college night
  - Graduation Requirements
  - College Entrance Requirements
  - Standardized Testing (SAT/ACT)
  - Financial Aid/Scholarships
  - Extracurricular Activities/Community Service
- Naviance "Course Planner"
- Articulation
- Continue AP registration and preparations for test administration (site based)

### Quarter 4

- Identify at-risk students at conclusion of each marking period. Communicate and involve parent(s)/guardian(s) in process. (Weeks 10-13 of second semester)
- Support site administration of California Standardized Test (CST)
- Coordinate communication with students/parents for finalizing course changes to approved academic plan (Sophomore course requests)
- Present results of MEASURE at Counseling and Guidance Department meeting
- Coordinate/support administration of AP testing
- Collaborate with site administrator in building Master Schedule