

*Counselor Testing Duties and Development of Academic Plan*

It shall be the policy of the Lyon County School District that District Guidance Counselors primarily guide and counsel students; manage group counseling activities associated with student behavioral and academic needs; monitor student academic and social progress; assist with crisis management; assist with the creation of the master schedule and the scheduling of students, conduct student intake/enrollment; and participate in IEP meetings, 504 meetings and parent conferences as appropriate.

Administrators serve as site Testing Administrators/Coordinators to reduce and minimize the amount of time counselors are required to spend on testing at their assigned schools. Counselors and site administrators will partner to assure testing compliance and adequate time is allocated to ensure that the needs of students and the requirements of testing are met.

The counselors in the Lyon County School District will meet with each student on their case load every semester to guide them regarding academic progress and decision-making. Counselors shall keep records of the numbers of students they meet in groups and through individual counseling sessions. Counselors who supervise students in extra-curricular activities shall not have the students they supervise on their case loads in schools that have multiple counselors.

The counselors of all ninth grade pupils enrolled in the district shall work with the parents/legal guardians of each pupil to develop a 4-year academic plan which sets forth the specific educational goals that the pupil intends to achieve before graduation from high school by the end of the first semester. The plans will be reviewed annually for all continuing students and new plans written for all incoming ninth graders each fall. The academic plan must be used as a guide for the pupil and the parent of the pupil to plan, monitor and manage the pupil's educational and occupational development and to make determinations of the appropriate courses of study for the pupil.

The plan may include, without limitation, the designation of a career pathway and enrollment in dual credit courses, career and technical educational courses, advanced placement courses and honors courses.

This policy requires each pupil enrolled, along with his/her parent or legal guardian to:

- a) Work in consultation with a school counselor to develop an academic plan for the pupil;
- b) Sign the academic plan, and;
- c) Review the academic plan at least once each year in consultation with a school counselor to revise the plan if necessary.

Any student who enrolls in a district high school after the ninth grade year must also have an academic plan developed with appropriate modifications for the grade level of the pupil.

If a pupil otherwise satisfies the graduation requirements set forth by the District or the state of Nevada, but does not satisfy all of the goals set forth in his/her academic plan, he/she shall be eligible to graduate and earn a diploma.

Policy IJB