

WEST VIRGINIA
SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

FILED

1992 MAY 18 AM 9:47

OFFICE OF THE SECRETARY OF STATE
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: WV Code 18-5-18B

RULE TYPE: PROCEDURAL _____ INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____, NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 67 (Policy 2315)

TITLE OF RULE BEING ADOPTED: Comprehensive Development Guidance
Policy

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 1, 1993

Barbara L. Estep
May 14, 1992

2.50

HB NO _____ DRAFT NO _____ BILL NO _____ RESOLUTION NO _____

SUBJECT State Board Policy 2315 FUND _____

SOURCE OF REVENUE: GENERAL SPECIAL OTHER (SPECIFY) _____

COST ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 AND ITEM 3 GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$	\$	\$	\$	\$
PERSONAL SERVICES	\$	\$	\$	\$	\$
CURRENT EXPENSES					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

NO ADDITIONAL COST.

IMPACTS
FISCAL:

STATE STAFF:

DATE

AGENCY

AUTHORIZED REPRESENTATIVE

TITLE 126
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
SERIES 67
POLICY 2315

Title: Comprehensive Developmental Guidance Policy

Section 1. GENERAL

- 1.1 Scope. This policy sets the requirements for K-12 comprehensive developmental guidance programs for schools in West Virginia.
- 1.2 Authority. West Virginia Code 18-5-18B School Counselors In Public Schools
- 1.3 Filing Date. May 14, 1992
- 1.4 Effective Date. September 1, ~~1992~~ 1993
- 1.5 Replaces Policy. None

Section 2. PURPOSE

The purpose of these regulations is to establish guidelines for county school districts and local schools to write and implement comprehensive developmental guidance programs.

Section 3. APPLICATION

- 3.1 The county board of education and local schools shall establish and implement comprehensive developmental guidance programs designed to assist all students with the identification and realization of educational, career, and social goals.
- 3.2 Comprehensive developmental guidance programs are based on the following services:
 - Orientation - A series of activities designed to help students who are in a new environment to become acquainted with the school, to know the staff and physical plant, to understand the structure of courses and requirements, to know school customs and activities, to become acquainted with one another, and to develop a sense of purpose and of belonging;

- Assessment - The organizing, collecting and managing of cumulative records, testing information and other procedures and techniques of assessing individual growth and performance. This service includes interpretation of assessment data to be available for students, teachers, parents and administrators to assist them in decision-making;
- Information - Collecting and disseminating accurate and current information that will assist students to make intelligent choices about school schedules, four-year plans, postsecondary education programs, and occupations;
- Counseling - Individual or group interactions which employ techniques to assist students in working out solutions to academic, personal, and social problems;
- Consultation - Interaction with parents, teachers, other educators and community agencies regarding strategies to help students.
- Educational Planning - A process of providing students the assistance needed to select courses in the middle or junior high school years and to formulate their four-year educational plans that will enable them to make a successful transition from high school to postsecondary education or employment;
- Placement - Organized procedures for locating appropriate employment or further training for students;
- Follow-up - A systematic plan for maintaining contact with former students and obtaining data for evaluating the effectiveness of the guidance program.

Section 4. COUNTY IMPLEMENTATION

- 4.1 School counselors who are educators that hold a valid school counseling certificate shall deliver the program with assistance from other school staff, parents and community.
- 4.2 School counselors spend at least 75% of their time in a direct counseling relationship with pupils through the services identified in section 3 of this policy.
- 4.3 School counselors devote no more than 25% of the work day to administrative activities and those administrative activities must be counselor related.
- 4.4 County boards of education shall have in place a comprehensive developmental guidance program for schools by September 1, 1992.

DISCRIMINATION PROHIBITED: The West Virginia Department of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to the elimination of Sex Discrimination Program Coordinator, 348-7864; to the Section 504 Coordinator, 348-2696, WV Department of Education, Charleston, West Virginia 25305; or to the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795.

IMPACT STATEMENTS
POLICY 2315

COMPREHENSIVE DEVELOPMENTAL GUIDANCE PROGRAMS POLICY

Instructional

Comprehensive developmental guidance programs focus on cognitive, social and career development as well as self-understanding. Developmental guidance programs help students become independent, fully functioning, contributing members of the community and society.

Leadership

The mission of the West Virginia Board of Education is to establish and maintain a thorough, efficient, accountable and dynamic education system. Comprehensive developmental guidance programs are an integral part of the education system. Because of normal classroom pressures and time schedules, the most efficient and well trained teachers cannot be expected to meet all the developmental and crises needs of children. School counselors implementing developmental guidance programs assist teachers in finding solutions assuring that all students receive maximum benefits from their classroom experiences.

Staff Development

The Department of Education provided a summer institute in the development of comprehensive guidance programs. During the summer of 1992, another two-day workshop on the development of comprehensive developmental guidance programs will be offered.

Administration

County boards and individual schools will be responsible for the development and implementation of comprehensive developmental guidance programs. A management team including members of the superintendent's office, county guidance supervisor, counselors, the principal, teachers, curriculum specialists, vocational education personnel, and education personnel, parents, and community should be appointed for assisting the counselor in planning, implementing and evaluating the comprehensive developmental guidance program.



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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

JUL 16 9 11 AM '93

FILED

TO: Barbara Fox

AGENCY: Board of Education

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: July 12, 1993

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 67 TITLE: 126 Board of Education

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: Betty Belcher

TITLE OF PERSON SIGNING: Secretary

DATE: July 14, 1993

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.

RECEIVED

JUN 18 3 27 PM '53

U.S. DEPARTMENT OF STATE
WASHINGTON, D.C. 20520