

1 **R277. Education, Administration.**

2 **R277-462. Comprehensive School Counseling Program.**

3 **R277-462-1. Authority, Purpose, and Oversight Category.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution [Article X, Section 3](#) which vests general control and  
6 supervision over public education in the Board;

7 (b) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute the  
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Subsection [53E-2-304](#)(2)(b) which directs local boards to develop policies for  
10 the implementation of student Plan for College and Career Readiness.

11 (2) The purpose of this rule is to establish:

12 (a) standards and procedures for an LEA applying for funds appropriated for the  
13 School Counseling Program;

14 (b) the minimum counselor to student ratios within an LEA; and

15 (c) provisions for an LEA not meeting the minimum counselor to student ratios;

16 (3) This Rule R277-462 is categorized as Category 3 as described in Rule R277-  
17 111.

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19 **R277-462-2. Definitions.**

20 (1) "LEA" means, for purposes of this rule, an LEA that serves students in any of  
21 grades 7-12.

22 (2) "Program" means an LEA's school counseling program that shall be consistent  
23 with the program model described in Section R277-462-3.

24 (3) "School Counselor" means an educator licensed as a school counselor  
25 consistent with [R277-306](#) and assigned to provide direct and indirect services to students  
26 consistent with the program.

27 (4) "Student" means, for purposes of this rule, only students in grades 7-12.  
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29 **R277-462-3. Incorporation of [~~College and Career Readiness~~] Utah K-12**  
30 **Comprehensive School Counseling Program Components Document Model.**

31 (1) This rule incorporates by reference the [~~College and Career Readiness~~] Utah  
32 K-12 Comprehensive School Counseling Program Components Document Model [~~Third~~]  
33 Fourth Edition, [2020] 2024.

34 (2) A copy of the current [~~College and Career Readiness~~] Utah K-12  
35 Comprehensive School Counseling Program Components Document Model is located at:

36 (a) [~~https://www.schools.utah.gov/file/058ab549-0d27-437e-be6e-4ce7c6421b7d~~]  
37 (Insert new link once posted but before filing)

38 (b) the Utah State Board of Education -- 250 East 500 South, Salt Lake City, Utah  
39 84111.

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41 **R277-462-4. School Counseling Program Approval and Qualifying Criteria.**

42 (1) To qualify for a funding distribution outlined in subsection (2), an LEA shall:

43 (a) have a plan for college and career readiness consistent with Section [53E-2-](#)  
44 [304](#) and R277-462-5;

45 (b) have an approved student success framework described in Section [53G-7-](#)  
46 [1304](#);

47 (c) at least once every six years, participate in an on-site program review  
48 conducted by the Superintendent which shall: assess the components of the program as  
49 outlined in R277-462-3:

50 (i) ~~at least once every six years, be conducted with an LEA's accreditation review~~  
51 ~~described in R277-410; and~~

52 (ii) ~~assess the following components of the program:~~

53 (i) collaborative classroom instruction;

54 (ii) implementation of the plan for college and career readiness;

55 (iii) program contribution to achieving the student success framework;

56 (iv) systemic dropout prevention; and

57 (v) overall administration of the program.

58 (d) at least once every three years conduct an internal on-site review consistent  
59 with elements of the on-site review conducted by the Superintendent;

- 60 (e) ensure the school's program is self-evaluated annually;
- 61 (f) participate in statewide trainings provided by the Superintendent;
- 62 (g) provide adequate resources and program management to each program within  
63 the LEA;
- 64 (h) conduct a program needs assessment with relevant stakeholders at least once  
65 every three years [~~including school-based~~]
- 66 (i) submit an annual school-based data projects demonstrating program or  
67 intervention effectiveness;
- 68 ~~(j)~~(j) provide evidence of LEA governing board approval of the program;
- 69 ~~(k)~~(k) demonstrate parental involvement in the program including advisory  
70 [~~committee~~] council participation;
- 71 ~~(l)~~(l) integrate collaborative classroom instruction consistent with [~~student success~~  
72 ~~framework and~~] standards identified by the [~~program model~~] LEA;
- 73 ~~(m)~~(m) maintain the required school counselor to student ratio described in Section  
74 R277-462-6;
- 75 ~~(n)~~(n) design a program that includes the needs of diverse students; and
- 76 ~~(o)~~(o) provide assistance for students in career literacy and future decision-making  
77 skills.

78 (2) An LEA that meets the requirements in subsection (1) may receive a funding  
79 distribution as follows:

- 80 (a) a WPU base for the first 400 students; and
- 81 (b) a per student distribution for each additional student beyond 400 students, up  
82 to 1200 students.

83 (3) An LEA shall use the October 1 enrollment count of the previous fiscal year  
84 when determining the distribution amount to request.

85

86 **R277-462-5. Plan for College and Career Readiness.**

87 (1) To qualify for funding described in Section R277-462-4 an LEA shall ensure  
88 each student within the LEA has a plan for college and career readiness.

89 (2) A student, student's parent, and school counselor shall collaboratively develop  
90 the student's plan for college and career readiness.

91 (3) A plan for college and career readiness shall:

92 (a) be a four-year plan; and ~~[completed either:]~~

93 (i) initiated at the beginning of a student's seventh grade year; or

94 (ii) within the first year the student is enrolled in grades 7-12;

95 (b) include parents in the individual planning meetings with a student;

96 (c) be maintained by the counseling department in each school;

97 (d) follow a student as the student progresses through each grade; and

98 (e) when applicable, transfer with a student between LEAs.

99 (4) An LEA shall ensure that a student's course registration and class schedule is  
100 consistent with the student's plan for college and career readiness.

101 (5) An LEA shall require all schools within the LEA to document parental  
102 involvement ~~[and participation]~~ in a student's planning meetings.

103 (6) An LEA shall ensure the implementation ~~[for]~~ of a plan for college and career  
104 readiness is consistent with the LEA's program goals and includes the following  
105 conference meetings:

106 (a) at least one individual and one group conference meeting with a parent, school  
107 counselor and student during the student's:

108 (i) grades 7 and 8;

109 (ii) grades 9 and 10; and

110 (iii) grades 11 and 12.

111 (b) other meetings as needed.

112

113 **R277-462-6. School Counselor to Student Ratios.**

114 (1) To qualify for funding described in Section R277-462-4 an LEA shall have at  
115 least one school counselor for every 350 students.

116 (2) For purposes of counting toward fulfillment of this ratio, a school counselor  
117 shall be:

- 118 (a) a full-time equivalent within an LEA; and  
119 (b) Board certified and licensed as a school counselor.  
120 (3) An LEA may be considered compliant with subsection (1) if less than .25 school  
121 counselors would be needed for the LEA to meet the required ratio.  
122 (4) No later than October 1 of each year an LEA shall certify to the Superintendent  
123 the school counselor to student ratio.  
124 (5) No later than ~~June~~ May 1 from submitting the LEA's certified ratio, an LEA  
125 that does not meet the required ratio in subsection (1) shall submit to the Board a plan  
126 outlining a reasonable timeline and method for achieving compliance.  
127 (6) If an LEA fails to fulfill the plan described in subsection (5), the LEA may be  
128 placed on a corrective action plan described in [R277-114](#).  
129 (7) If an LEA fails to complete the corrective action plan described in subsection  
130 (6), the LEA shall be referred to the Board for further corrective action including loss of  
131 distributed funds.

132  
133 **R277-462-7. Allowable Use of Distributed Funds.**

- 134 (1) An LEA shall ensure all funds distributed are used for any of the following  
135 purposes:  
136 (a) ~~[a school]~~ collaborative classroom and small group curriculum ;  
137 (b) personnel costs, including clerical positions that support the plan for college  
138 and career readiness process;  
139 (c) career center equipment or materials such as computers, media equipment,  
140 computer software, or occupational information;  
141 (d) professional development for personnel involved in the program;  
142 (e) expenses of extended hours which are required to run the program; and  
143 (f) membership in ~~[the American School Counselor Association (ASCA)]~~  
144 professional school counselor associations for one or more school counselors per school  
145 per year.

146 (2) An LEA may not use funds to supplant currently existing personnel or  
147 programs.

148 (3) An LEA may not use funds as part of a matching requirement.

149 (4) Restricted rate of indirect costs will be used.

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151 **R277-462-8. Variances, Accountability, and Reporting.**

152 (1) A new LEA or existing LEA with a new program, may receive funding under  
153 R277-462 if the new LEA:

154 (a) has received accreditation pursuant to [R277-410](#); and

155 (b) has an approved program pursuant to R277-462.

156 (2) A new LEA or existing LEA with a new program, that does not meet the school  
157 counselor to student ratio described in Section R277-462-6 may receive a funding  
158 distribution after two years of planning, training and program implementation.

159 (3) No later than October 1, an LEA shall certify annually all previously qualified  
160 schools continue to meet the program criteria.

161 (4) An LEA shall provide data and information about the LEA's program as  
162 requested by the Superintendent.

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164 **KEY: public education, counselors**

165 **Date of Enactment or Last Substantive Amendment: December 16, 2020**

166 **Notice of Continuation: May 23, 2019**

167 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-2-304\(2\)\(b\)](#);**  
168 **[53E-3-401\(4\)](#)**