

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
8 the 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.](#)

18

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
23 consistent 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 Rule [R277-306](#) and assigned to provide direct and indirect services to
26 students 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 Utah K-12 Comprehensive School Counseling
30 Program Components Document.**

31 (1) This rule incorporates by reference the Utah K-12 Comprehensive School
32 Counseling Program Components Document, April 2024.

33 (2) A copy of the current Utah K-12 Comprehensive School Counseling Program
34 Components Document is located at:

35 (a) <https://schools.utah.gov/administrative/rules/documents/incorporated>; and

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

38

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

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

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

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

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

48 (i) collaborative classroom instruction;

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

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

51 (iv) systemic dropout prevention; and

52 (v) overall administration of the program.

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

55 (e) ensure the school's program is self-evaluated annually;

56 (f) participate in statewide trainings provided by the Superintendent;

57 (g) provide adequate resources and program management to each program
58 within the LEA;

59 (h) conduct a program needs assessment with relevant stakeholders at least
60 once every three years;

61 (i) submit an annual school-based data project demonstrating program or
62 intervention effectiveness by June 15:

63 (j) provide evidence of LEA governing board approval of the program;

64 (k) demonstrate parental involvement in the program including advisory council
65 participation:

66 (I) integrate collaborative classroom instruction consistent with standards
67 identified by the LEA:

68 (m) maintain the required school counselor to student ratio described in Section
69 R277-462-6;

70 (n) design a program that includes the needs of diverse students; and

71 (o) provide assistance for students in career literacy and future decision-making
72 skills.

73 (2) An LEA that meets the requirements in Subsection (1) may receive a funding
74 distribution as follows:

75 (a) a WPU base for the first 400 students; and

76 (b) a per student distribution for each additional student beyond 400 students, up
77 to 1,200 students.

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

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81 R277-462-5. Plan for College and Career Readiness.

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

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

86 (3) A plan for college and career readiness shall:
87 (a) be a four-year plan; and
88 (i) initiated at the beginning of a student's seventh grade year; or
89 (ii) within the first year the student is enrolled in grades 7-12;
90 (b) include parents in the individual planning meetings with a student;
91 (c) be maintained by the counseling department in each school;
92 (d) follow a student as the student progresses through each grade; and
93 (e) when applicable, transfer with a student between LEAs.

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

96 (5) An LEA shall require all schools within the LEA to document parental
97 involvement in a student's planning meetings.

98 (6) An LEA shall ensure the implementation of a plan for college and career
99 readiness is consistent with the LEA's program goals and includes the following
100 conference meetings:

101 (a) at least one individual and one group conference meeting with a parent,
102 school counselor and student during the student's:
103 (i) grades 7 and 8;
104 (ii) grades 9 and 10; and
105 (iii) grades 11 and 12.
106 (b) other meetings as needed.

107

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

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

111 (2) For purposes of counting toward fulfillment of this ratio, a school counselor
112 shall be:
113 (a) a full-time equivalent within an LEA; and
114 (b) Board certified and licensed as a school counselor.

115 (3) An LEA may be considered compliant with Subsection (1) if less than .25
116 school counselors would be needed for the LEA to meet the required ratio.

117 (4) No later than October 1 of each year an LEA shall certify to the
118 Superintendent the school counselor to student ratio.

119 (5) No later than May 1 from submitting the LEA's certified ratio, an LEA that
120 does not meet the required ratio in Subsection (1) shall submit to the Board a plan
121 outlining a reasonable timeline and method for achieving compliance.

122 (6) If an LEA fails to fulfill the plan described in Subsection (5), the LEA may be
123 placed on a corrective action plan described in Rule [R277-114](#).

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128 R277-462-7. Allowable Use of Distributed Funds.

129 (1) An LEA shall ensure all funds distributed are used for any of the following
130 purposes:

131 (a) collaborative classroom and small group curriculum;

132 (b) personnel costs, including clerical positions that support the plan for college
133 and career readiness process:

134 (c) career center equipment or materials such as computers, media equipment,
135 computer software, or occupational information;

136 (d) professional development for personnel involved in the program;

137 (e) expenses of extended hours which are required to run the program; and
138 (f) membership in Utah School Counselor Association, Utah Association for

139 Career and Technical Education Association, and the Association for Career and
140 Technical Education for one or more school counselors per school per year.

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

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

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

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

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

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

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

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

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

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

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159 **KEY: public education, counselors**

160 **Date of Last Change: June 7, 2024**

161 **Notice of Continuation: April 15, 2024**

162 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-2-304\(2\)\(b\)](#);**
163 **[53E-3-401\(4\)](#)**