

ARTICLE III

GUIDANCE

8300. COUNSELING SERVICES: The Los Angeles Community College District is committed to a philosophy of open access, offering educational opportunities to all adults who are able to benefit. Underlying this philosophy is the objective of student development which promotes both intellectual and personal growth through identification of career and life goals and assistance in planning and attaining these goals.

Board Rule 1304 designates counseling and guiding as a major function of our colleges, "to assist students in the establishment of educational goals and in the selection and pursuit of a life work compatible with students' interests, aptitudes and abilities." This function contributes to the mission of the District which stated in Board Rule 1201 endeavors "to provide support services which contribute to instructional and student success."

The open access philosophy of our colleges contributes to the diversity and complexity of attributes, skills and abilities of our students. This diversity requires a comprehensive counseling program as a critical element in the student development model. Through the counseling process, students' goals, skills, abilities, and individual motivation need to be assessed in order to direct students to programs and courses commensurate with these attributes and where they can be expected to succeed. It involves an exchange between counselor and counselee, supported by all the necessary and appropriate resources of the institution. Ultimately, it is the students' responsibility to identify personal and career goals and educational goals and educational plans. It is the institution's responsibility to assist and nurture students in pursuit of their educational goals.

Counseling services further support student success through a systematic process of monitoring student progress and providing student feedback.

To accomplish these ends, the following counseling service goals are established for the District:

1. Each college shall provide an adequate credentialed counseling staff, to accomplish counseling goals.
2. Each college shall provide academic counseling in which the student is assisted in assessing, planning and implementing his or her immediate and long-range academic goals.

Adopted 02-03-70  
Amended 03-02-88  
Amended 10-22-97

3. Each college shall provide career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning current and future employment trends.
4. Each college shall provide personal counseling in which the student is assisted with personal, family or other social concerns, when that assistance is related to the students' education.
5. Each college shall provide coordination with the counseling aspects of other services to students which exist on the campus, including, but not limited to, those provided in programs for students with special needs and financial assistance programs.
6. Each college shall provide appropriate follow-up and feedback in order to assess and inform students of progress toward their goals.
7. Each college shall ensure communication between the counseling office staff, with the teaching faculty, and the college administration to promote increased institutional understanding of students' aptitudes, needs, and outcomes.
8. Each college shall encourage departmental advisement in coordination with counseling services to supplement information to students regarding specific majors and employment opportunities.
9. Each college shall provide comprehensive counseling services, activities, and programs for diverse student populations, to specifically enhance their access to college resources, transfer institutions, and occupational and vocational opportunities.

EC 72620 (e)  
 Title 5, C.C.R., Section 51018

Adopted	02-03-70
Amended	03-02-88
Amended	10-22-97

8300.11 Advising by Members of the Teaching Faculty. Each member of the teaching faculty will, during assigned office hours and at other times, provide students with advice on matters within his or her area of competence.

Adopted 02-03-70

8302. PERSONAL AND SOCIAL COUNSELING; REFERRALS. Members of the counseling staff at any college and other members of the faculties when engaged in guidance may counsel and guide students in matters of personal and social adjustment when this relates directly to educational advisement. Students who appear to have severe or marked needs in social or personal adjustment shall be referred to the Health Center of the College or to an appropriate community agency.

8302.10 Release of Information Contained in Counseling Records. Except as noted below, any information of a personal nature disclosed to a school counselor during counseling by a student 12 years of age or older or by a parent or guardian of a student 12 years of age or older is confidential. None of this information will become part of the student record without the written consent of the person who disclosed the confidential information.

Personal information disclosed in a counseling session shall not be revealed, released, discussed or referred to except as follows:

- a. Discussion between health care providers for the sole purpose of referring the student for treatment;
- b. Reporting of child abuse or neglect as required by the Child Abuse and Neglect Reporting Act;
- c. Reporting to the chief administrative officer or parents of the child where the counselor reasonably believes there is a clear and present danger to the health, safety or welfare of the student, parents or others in the school community;
- d. Reporting to the chief administrative officer or other college officials, the parents, or others when the student indicates that a crime that will result in physical injury or substantial property loss will or has been committed;

Adopted 02-03-70

Amended 10-22-97

e. Reporting to one or more persons specified in a written waiver of confidentiality that the student has read and signed;

f. Reporting information to law enforcement officials pursuant to a court order to aid criminal investigation or when ordered to testify in a judicial or administrative proceeding.

A school counselor shall not disclose confidential information about the student to the student's parents where the counselor reasonably believes disclosure would result in a clear and present danger to the health, safety or welfare of the student.

The limitations set forth in this Board Rule only apply to personal information revealed during counseling sessions. These requirements are not intended to limit the access to students records provided in Education Code section 76243 and Board Rule 8401.11 or to prohibit a counselor from conferring with other staff members about modifying a student's academic program, as appropriate.

EC 72621

Adopted 02-03-70  
Amended 10-22-97

8305. COUNSELORS AS DISCIPLINARY OFFICERS. Members of the counseling staffs at the community colleges of this District shall not be considered disciplinary officers as the term "discipline" is used in connection with externally administered rewards and punishments of student conduct. The President of each college shall carefully delineate the duties of the counseling staff to insure that this concept is supported.

Adopted 02-03-70

8306. ADMINISTRATION OF STANDARDIZED PSYCHOLOGICAL TESTS. Standardized psychological tests shall be administered only by a counselor, licensed mental health service provider or by faculty members who have had special training in the administration and interpretation of such tests.

Adopted 02-03-70  
Amended 04-14-99

8307. ARTICULATION WITH SCHOOLS AND COLLEGES. Each college in the District shall provide for appropriate articulation between the college and other levels of education. The articulation agreements arranged under this provision shall be available to counselors, to other members of the faculty, and to students for the improvement of guidance services and the facilitation of student transfers.

Adopted 02-03-70  
Amended 04-05-06