

Exhibit 7

Policy 2411 – Guidance and Counseling (Revised)

Policy 2421 – Career and Technical Education Program (Revised)



Book	Policy Manual
Section	Policies for Board 37-2
Title	Copy of GUIDANCE AND COUNSELING
Code	po2411
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2411 - **GUIDANCE AND COUNSELING**

The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the **School** Corporation. Such a program should:

- A. assist students in achieving educational goals;
- B. enable students to draw benefit from the offerings of the instructional program of the school;
- C. aid students in identifying options and making choices in vocational and academic course areas;
- D. assist students in career awareness and planning;
- E. help integrate all the student's experiences so that s/he can better relate school activity to life outside the school;
- F. help students learn to make their own decisions and solve problems independently;
- G. assist student with mental health or addiction concerns;
- H. encourages parents to take an active role.

A program of guidance and/or counseling will be offered to all students and will include:

- A. the services of professional guidance personnel and other designated faculty and staff members;
- B. the possibility of a referral to a community mental health center (CMHC) or a provider certified or licensed by the ~~division of mental health and addiction~~ **Division of Mental Health and Addiction**. Any such referral shall be made pursuant to a memorandum of understanding between the Corporation and the CMHC or provider and with the written consent of the student's parent or guardian. If a referral is made, the referral may be noted in the student's cumulative record but may not include a possible diagnosis or information regarding the student's mental health, other than medication(s) taken. All student records containing medical information shall be kept confidential. A school counselor or other Corporation employee shall not diagnose a student as having a mental health condition unless the individual's scope of practice includes diagnosing a mental health condition.

The Superintendent is directed to implement the counseling and guidance program, which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;

- C. integrates with the total educational program;
- D. coordinates with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for the sharing of information among appropriate staff members as may be in the best interests of the student;
- G. provides an appropriate amount of time and effort be given to providing guidance and counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;
- H. establishes a referral system ~~which~~ ~~that~~ utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

A student's guidance counselor, in consultation with the secondary student and his/her parent, will review the student's career plan annually to determine if the student is progressing toward fulfillment of the plan.

If the student is not progressing toward fulfillment of the graduation plan, the school counselor shall provide counseling services to advise the student of credit recovery options and services to help make progress toward graduation. If the student is not progressing toward fulfillment of the graduation plan due to failing to meet a postsecondary (college or career) readiness competency, the school counselor shall meet with the teacher assigned to the student for remediation of the particular competency area, the parents, and the student to discuss available remediation and to plan to meet graduation requirements.

Each year, the Corporation shall use the model notice prepared by the Commission for Higher Education to notify each student and parent who is in grade 12 of 1) the existence, availability of, and the State deadline to complete the Free Application for Federal Student Aid (FAFSA); 2) a description of the process for and benefits of completing a FAFSA; 3) a statement regarding the most recent labor market trends, including the number and percentage of State minimum wage jobs that do not require education beyond high school and require additional education or training after obtaining a high school diploma; 4) a statement that Indiana offers guaranteed financial aid options for high school graduates, regardless of family income, including information on Indiana's high value workforce ready credit-bearing grants, such as Indiana's Next Level Jobs Workforce Ready Grant; 5) a statement that eligibility for many merit based and needs based scholarships, grants and other financial aid opportunities require the FAFSA to be completed by a certain date; and 6) a statement that each student is required to complete and submit the FAFSA in the student's senior year unless the parent or guardian (or emancipated minor) submits a signed waiver that the student understands what the FAFSA is and declines to complete it or the high school principal or school counselor waives the requirement due to being unable to reach the parents or guardians by April 15 after two (2) reasonable attempts to contact the parents; and 7) a website link to the online FAFSA affirmation form.

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- I.C. 20-26-5-39
- I.C. 20-26-5-42.2
- I.C. 20-30-4-6
- I.C. 20-34-3-21
- I.C. 21-12-8
- I.C. 21-18-6-6
- 511 IAC 4-1-5



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2421 - **CAREER AND TECHNICAL EDUCATION PROGRAM**

The School Board supports an education program designed to provide students with learning experiences to develop knowledge and skills to enter the labor force or career and technical post-secondary programs.

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences, work experiences, and guidance for students to plan and prepare for a future:

- A. in the labor market as employable individuals immediately after graduation with productive, saleable skills;
- B. in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;
- C. in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide, in cooperation with the Porter County Career and Technical Education Cooperative, a career and technical education program which may include the following subject areas:

- A. Agricultural Education
- B. Business, Marketing, and Information Technology Education
- C. Engineering and Technology Education
- D. Family and Consumer Science
- E. Health Science Education
- F. Trade and Industrial Education
- G. Work Based Learning
- H. Career and Technical Education Pilot Programs (non-standard course waiver required)

Specific courses in each subject area are to conform **with** the prescribed courses outlined in the Indiana Department of Education State Approved Course Titles and Descriptions. All instructors shall meet the requirements established by State law for teaching a course for which graduation credit is awarded.

Students may receive dual credit for any course in the career and technical education program that has been approved for such credit and is in compliance with Indiana law and Policy 2271 - **College and University Programs**.

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for ~~disabled~~ students **with disabilities** in a format and context in which they can communicate.

The vocational career and technical education program may include:

- A. a shared-time program outside of school;
- B. a work-study program involving the employment of qualified students.

The work-study programs are available to students without regard for race, color, national origin, gender, age, or disability. The Superintendent is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided an assurance of nondiscrimination on the basis of race, color, national origin, gender, age, and disability prior to the time the students are selected and/or assigned.

Any course that meets the requirements of a career and technical education program under I.C. 20-43-8-7.5 may be taught virtually by a virtual provider if:

- A. **the program of study leads to an industry recognized credential;**
- B. **the course was approved by the State board under I.C. 20-43-8-7.5; and**
- C. **all instruction required to be in person by the agency that receives, distributes, and accounts for all funds received for career and technical education under the Carl D. Perkins Vocational and Applied Technology Act (20 U.S.C. 2301 et seq.) as described in I.C. 20-19-2-19 are conducted through:**
 - 1. **an employer provided work based learning program; or**
 - 2. **a career and technical education center.**

Students entering high school beginning with the 2025-2026 school year shall have the opportunity to earn a diploma with an Employment Honors Seal when they choose to pursue those options.

To be eligible for an Employment Honors Seal, a student must:

- A. **complete one (1) of the following:**
 - 1. **earn an industry recognized or a postsecondary credential. Only credentials designated as approved Employment Honors Seal credentials by the department may be used to satisfy this requirement;**
 - 2. **complete three (3) career and technical education courses in a program of study;**
 - 3. **complete a career scholarship account program approved under I.C. 20-51.4-4.5-6; or**
 - 4. **complete a locally created graduation pathway approved by the State board.**
- B. **complete at least 150 hours of work based learning;**
- C. **demonstrate communication and collaboration or work-ethic skills that have been verified by an individual or entity recognized by either the student's high school or the State board using the verification forms established by the department. The department shall establish model verification forms and other documentation requirements pertaining to the verification requirements specified in this subdivision; and**
- D. **complete one (1) of the following:**
 - 1. **at least one (1) school year with no more than three (3) days of unexcused absences; or**
 - 2. **at least 150 hours of work based learning experience with no more than three (3) unexcused absences.**

If a student completes the requirements for one or more of these Indiana Diploma seals, the seal shall be specified in the student's high school transcript.

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I.C. 20-19-2-17

I.C. 20-37-2-1 et seq.

I.C. 20-37-4

511 IAC 6-7.2-21

511 IAC 6-10

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