

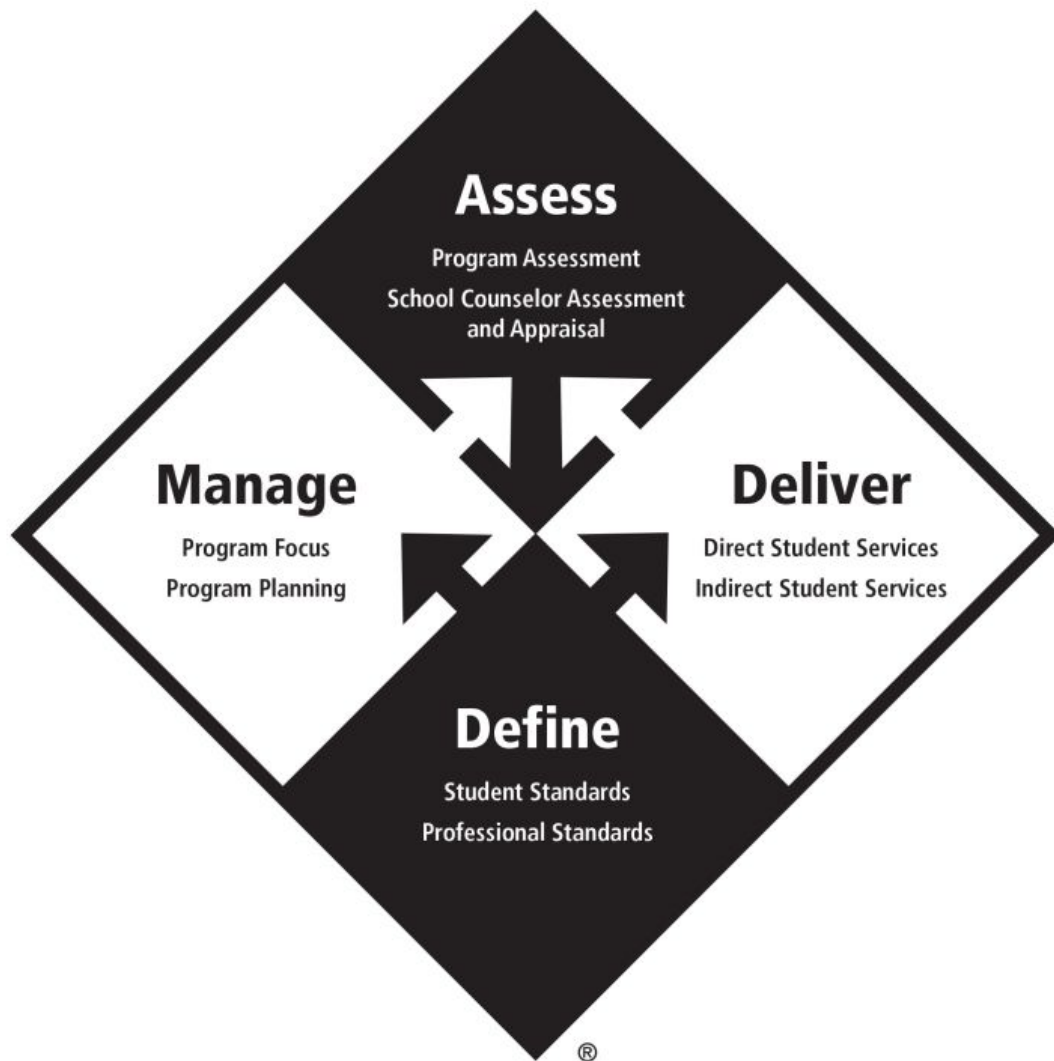
# HOW TO COMPLETE YOUR CSCP

1. Please make a copy of this document and rename it with your school name.
2. Give edit access of the presentation and any documents you link in your CSCP to anyone at your school who you will collaborate with and your COSA.
3. Review step-by-step directions: [PPS Comprehensive School Counseling Plan \(CSCP\) Planning Guide for Counselors and Administrators 2022-2023](#)
4. Read the speaker notes. There are resources and additional materials referenced in the speaker notes.
5. Complete by **Friday October 14th** by linking your CSCP [here](#).

**[SCHOOL NAME]**  
**COMPREHENSIVE**  
**SCHOOL COUNSELING**  
**PLAN**  
**2022-2023**

# SCHOOL INFORMATION

- ▶ **Principal:**
- ▶ **Supervising Administrator (if other than principal):**
- ▶ **Counselor(s):**
- ▶ **Total Counselor FTE at this school:**
- ▶ **Caseload per Counselor:**
- ▶ **School Grade Levels:**





# ***SECTION I: DEFINE***

Student Standards  
Professional Standards

# STUDENT AND PROFESSIONAL STANDARDS

- ▶ Student Standards
  - [ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student](#)
- ▶ Professional Standards
  - [ASCA School Counselor Professional Standards & Competencies](#)
  - [ASCA Ethical Standards for School Counselors](#)

# STATE AND LOCAL STANDARDS

- ▶ [PPS Strategic Plan](#) - Together Forward: 2021–2025 Strategic Plan for Racial Equity, Inclusion, and Excellence
- ▶ [Portland Public Schools reImagined](#)
- ▶ [Oregon's Framework for Comprehensive School Counseling Programs](#)



# ***SECTION II: MANAGE***

Program Focus  
Program Planning



## SECTION II: MANAGE

### PROGRAM FOCUS

- ▶ Beliefs
- ▶ Vision Statement
- ▶ Mission Statement



### PROGRAM PLANNING

- ▶ School Data Summary Template
- ▶ Annual Student Outcome Goal Plan Template
- ▶ Closing the Gap Action Plan Template
- ▶ Annual Administrative Conference Template
- ▶ Use of Time
- ▶ Annual School Counseling Program Calendar

# BELIEFS, VISION STATEMENT + MISSION STATEMENT

## **PPS Vision Statement:**

*A graduate of Portland Public Schools will be a compassionate critical thinker, able to collaborate and solve problems, and be prepared to lead a more socially just world.*

## **PPS School Counseling Mission Statement:**

*The mission of the Portland Public Schools Comprehensive School Counseling Program is for each and every student, PK – 12, to meet or exceed standards in the areas of academic, career, personal/social, and community service. Professional school counselors, in partnership with teachers, students, parents, community members and administrators, will ensure that each and every student becomes a life-long learner and a respectful citizen of a diverse, multicultural, international community.*

# **BELIEFS, VISION STATEMENT + MISSION STATEMENT**

**[Add Your Personal  
Beliefs Statement]**

**[Add Your School  
Counseling Vision  
Statement]**

**[Add Your School  
Counseling Program  
Mission Statement]**

SCHOOL DATA SUMMARY  
TEMPLATE



# EXAMPLE ANNUAL STUDENT OUTCOME GOALS

## K-5 Goal:

- ▶ By Spring of 2023 3rd grade Black students will show an increase in reading growth of 10% from a mean score 181 to 200 as measured by MAP assessments

## 6-8 Goal:

- ▶ By May 2023, Middle School Native American Student attendance will increase by 7.6% from 79% (2021-2022 SY) to 85% (2022-2023 SY)

## HS Goal:

- ▶ By May 2023 Black and Native class of 2024 students will have a 10% increase as compared to other groups, who meet at least one postsecondary readiness indicator
- ▶ By Spring of 2023 Black and Native students will report a 15% increase in sense of belonging from 34% to 39% on the Successful Schools Survey from the 21/22 SY to the 22/23 SY.

# CLOSING-THE-GAP ACTION PLAN TEMPLATE

[Link Goal 1 Action Plan here]

[Link Goal 2 Action Plan here]

**ANNUAL ADMINISTRATIVE**  
**CONFERENCE TEMPLATE**



# SCHOOL COUNSELOR USE OF TIME SAMPLE TRACKERS

## SUGGESTED USE OF TIME FOR SCHOOL COUNSELORS (4TH EDITION)

- [ASCA Use -of Time-5-Day-Calculator](#)
- [ASCA's Use of Time Assessment](#), 4th Ed. (free)
- [ASCA Model App for your phone](#) (free)
- [SCUTA](#) (\$ - free until 7/31/22)
- Dr. Heidi Truax's Google Sheets time tracker [for MONTH](#) | [for YEAR](#) (free)
- [EZAnalyze](#) (free)
- Felipe Zañartu's [Digital Counselor](#) time tracker (free)
- [Hallways](#) (\$)
- [NoteCounselor](#) (\$)

# ANNUAL SCHOOL COUNSELING PROGRAM CALENDAR

[Link to ASCA Annual Calendar Template](#)

[PPS SAMPLE Elementary School Counseling Calendar](#)

[MS Counseling Calendar Resource](#)

[MS Sample Calendar](#)

[HS Counseling Calendar Resource](#)

[Benson High School Annual Calendar](#)



# ***SECTION III: DELIVER***

Direct Student Services  
Indirect Student Services

## **SECTION III: DELIVER**

### **DIRECT STUDENT SERVICES**

- ▶ Instruction
- ▶ Appraisal and Advisement
- ▶ Counseling

### **INDIRECT STUDENT SERVICES**

- ▶ Consultation
- ▶ Collaboration
- ▶ Referrals

# SCHOOL COUNSELOR USE OF TIME

				Suggested
<b>Direct Services to Students</b>	_____ %	of time delivering school counseling core curriculum	Provides developmental curriculum content in a systematic way to all students**	<b>80% or more</b>
	_____ %	of time with individual student planning	Assists student in the development of educational, career and personal plans	
	_____ %	of time with responsive services	Addresses immediate concerns of students	
<b>Indirect Services for Students</b>	_____ %	of time providing referrals, consultation and collaboration	Interacts with others to provide support for student achievement	
<b>Program Planning and School Support</b>	_____ %	of time program planning and progress monitoring	Includes planning and evaluating the school counseling program and school support activities	<b>20% or less</b>

**Percentage of time spent doing required duty/supervision\*:** \_\_\_\_\_



# ***SECTION IV: ASSESS***

Program Assessment

# **SECTION IV: ASSESS**

## **PROGRAM ASSESSMENT**

- ▶ School Counseling Program Assessment
- ▶ Annual Results Reports

# COMPREHENSIVE SCHOOL COUNSELING PLAN RESULTS REPORT

[TO BE COMPLETED IN THE SPRING OF 2023]

ADD HERE

- ▶ HOW RESULTS REPORT HAS BEEN SHARED
- ▶ WHO HAVE YOU SHARED YOUR RESULTS REPORT WITH
- ▶ DATE SHARED



# [SCHOOL NAME]

## COMPREHENSIVE SCHOOL COUNSELING PLAN RESULTS REPORT

[Insert Optional Photo Here (i.e. photo of your activity/students/counselors, school logo, etc.)]

# ANNUAL STUDENT OUTCOME GOALS

[Write **goal #1** here]

[Write **goal #2** here]

# RESULTS DATA GOAL 1

## **IDENTIFY STUDENT GRADE LEVEL OR GROUP**

[Insert bulleted list with details about how]

- ▶ When? Days/months
- ▶ What frequency/how often?
- ▶ Where? Which Class?
- ▶ How many students impacted?

## **LESSONS INCLUDED THE FOLLOWING TOPICS:**

[Insert bulleted list with details about what]

- ▶ Domain
- ▶ Mindsets and Behaviors
- ▶ Pre/Post survey questions
- ▶ Tools utilized

# RESULTS DATA GOAL 2

## **IDENTIFY STUDENT GRADE LEVEL OR GROUP**

[Insert bulleted list with details about how]

- ▶ When? Days/months
- ▶ What frequency/how often?
- ▶ Where? Which Class?
- ▶ How many students impacted?

## **LESSONS INCLUDED THE FOLLOWING TOPICS:**

[Insert bulleted list with details about what]

- ▶ Domain
- ▶ Mindsets and Behaviors
- ▶ Pre/Post survey questions
- ▶ Tools utilized

# SUMMARY AND IMPLICATIONS

[Insert summary bulleted list of your results and the overall impact of your curriculum]

- ▶ Continued
- ▶ Continued
- ▶ Continued

# LESSONS LEARNED AND NEXT STEPS

[Insert bulleted list of the next steps in your school counseling program]

- ▶ Continued
- ▶ Continued
- ▶ Continued

**THANK YOU!!!!!!!**

Many thanks to Administration, Staff, Parents and Students for contributions to these efforts and your support of the school counseling program!