

WV Comprehensive School Counseling Program (CSCP) Timeline Resource - Principal

The following activities are directly related to the development and implementation of the CSCP. Additional activities may be added to the timeline according to identified needs at the school.

AUGUST – SEPTEMBER

Support the school counselor(s) in the following activities:

- Developing the annual CSCP Plan using the WVDE provided template.
- Reviewing school data and the school strategic plan to determine priority focus areas related to student academic performance, attendance, and/or discipline. (CSCP Plan, Section 2.)
- Identifying a school counseling advisory committee and hold the first meeting. (CSCP Plan, Section 11.)
- Developing and communicating the referral process for students, parents, school personnel, and other stakeholders. (CSCP Plan, Section 12.)
- Completing or updating the school resource mapping for the current school year. (CSCP Plan, Section 13.)
- Developing a plan to deliver the WV College and Career Readiness Disposition and Standards for Student Success (WVCCRDS) in collaboration with the school leadership team and other school staff. (CSCP Plan, Section 3.)
- Identifying the WVCCRDS that are of high priority or that are not addressed by the teachers and developing a plan to address areas of high need and gaps. (CSCP Plan, Section 4.)
- Identifying evidence-based curriculum or developing lessons to address the WVCCRDS. (CSCP Plan, Section 5.)
- Developing weekly and annual school counseling calendars with tentative dates throughout the year. (CSCP Plan, Section 10.)

BY OCTOBER 1

Ensure the school counselor(s):

- Reviews WV School Counseling Program Assessment from the previous school year.
- Completes the Self-Reflection in the WV Evaluation Platform.

BY NOVEMBER 1

- Meet with the school counselor(s) to agree upon responsibilities, the CSCP focus, and the annual goals. Collaborate with the school counselor(s) to complete the Annual Administrative Conference template. (CSCP Plan, Section 11.)
- Review the CSCP Plan to ensure it is in place for the school year.
- Ensure the school counselor(s) enter the student impact and standard element goals into the WVDE Educator Evaluation Platform.



JANUARY – MAY

Ensure the school counselor(s):

- Participates in the school strategic planning process to bring the school counseling perspective to the development of strategic plan goals.

Middle and High School Principals:

- Work with the school counselor(s) and teacher advisors to ensure Personalized Education Plans (PEP) are developed or updated for 8th – 12th grade students. (CSCP Plan, Section 7.)

- Work with the school counselor(s) and teacher advisors to develop a process for reviewing transcripts with students to ensure requirements are met for the following: transition to the next grade, graduation, scholarships, and post-secondary education, employment, or enlistment.
- Work with the school counselor(s) or athletic director to ensure transcripts are reviewed to meet NCAA student eligibility requirements.

APRIL – JUNE

- Support the school counselor(s) in completing a follow-up meeting with the school counseling advisory committee to review and provide feedback on the school counseling program implementation.

BY JUNE 15

- Meet individually with each school counselor to review outcomes of the annual goals (standard element goal and student impact goal).
- Submit applicable evidence to support goal progress in the WVDE Educator Evaluation Platform.
- Complete the school counselor evaluation.

BY AUGUST 1

- Include school counselor(s) in the School Crisis Response Planning Team to provide input on the School Crisis Prevention and Response Plan. (CSCP Plan, Section 14.) The plan must be submitted to the Division of Homeland Security and Emergency Management no later than August 1 of each year. (WV Code §18-9F-9 and WVBE Policy 4373).

ONGOING

- Work with the school counselor(s) and other stakeholders to ensure prevention education and treatment information is provided to address suicide, self-harm, and eating disorders (6th – 12th grade), and body safety education (K – 12th grade).
- Ensure the school counselor(s) are assigned appropriate responsibilities and duties to support implementation of the CSCP as outlined in WVBE Policy 2315.