

WV Comprehensive School Counseling Program (CSCP) Timeline Resource – School Counselor

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

- Begin or continue the development/update of the CSCP plan aligned to the school strategic plan this school year.
- If not yet completed, develop/update the school counseling vision and mission statements. (CSCP Plan, Section 1.)
- Review school's strategic plan and school data to identify and prioritize data points the CSCP will address this school year. (CSCP Plan, Section 2.)
- Consider gathering data through student or school staff needs assessments or using the WVDE Learning Environment Surveys data. (CSCP Plan, Section 2.)
- Meet with the school leadership team and other school staff to develop a plan for the delivery of the WV College and Career Readiness Disposition and Standards for Student Success (WVCCRDS). (CSCP Plan, Section 3.)
- Identify the WVCCRDS that are of high priority or that are not addressed by the teachers, then develop a plan to address them through classroom lessons, small groups, special activities, etc. (CSCP Plan, Section 4.)
- Identify evidence-based curriculum or develop lessons to address the Pre-K Standards and/or WVCCRDS. (CSCP Plan, Section 5.)
- Use achievement, attendance and/or discipline data to develop your CSCP student impact goal(s) and ensure goals are aligned with the school strategic plan. (CSCP Plan, Section 6.)
- Middle and High School Counselors: Meet with the school leadership team and advisory teachers to develop a social and emotional advisory system and plan for completion of Personalized Education Plans (PEPs). (CSCP Plan, Section 7.)
- Meet with the principal to discuss expectations, responsibilities, and begin completing the Annual Administrative Conference template. (CSCP Plan, Section 8.)
- Determine the method to track time and school counseling services provided through the CSCP. Consider utilizing the WV Time Analysis System for easy reporting. (CSCP Plan, Section 9.)
- Develop and share weekly and annual school counseling calendars with tentative dates throughout the current school year. (CSCP Plan, Section 10.)
- Identify a school counseling advisory council and hold the first meeting. (CSCP Plan, Section 11.)
- Develop and communicate the referral process for students, parents, school personnel, and other stakeholders. (CSCP Plan, Section 12.)
- Complete or update the school resource mapping for the current school year. (CSCP Plan, Section 13.)
- Use the WV School Counseling Program Assessment and the Self-Reflection to determine the area of needed improvement and develop your annual standard element goal.

BY OCTOBER 1

- Work towards finalizing the CSCP Plan for the current school year.
- Review the WV School Counseling Program Assessment from the previous school year, or if you are a new school counselor in the school, complete the assessment.
- Complete the Self-Reflection in the WV Evaluation Platform.



BY NOVEMBER 1

- Meet with the principal to finalize annual goals.
- Enter the student impact goal and standard element goal into the WVDE Educator Evaluation Platform.
- Share the CSCP Plan with the principal(s) and obtain signatures on the finalized plan.

JANUARY – MAY

- Begin the development/update of the CSCP plan aligned to the school strategic plan for the next school year.
- Participate in the school strategic planning process to bring the school counseling perspective to the development of strategic plan goals.
 - » Review school data and other applicable data to determine priority focus areas related to student academic performance, attendance, and/or discipline. (CSCP Plan, Section 2.)
 - » Identify strategic plan goals the CSCP will address.
- Develop/update the school counseling vision and mission statements. (CSCP Plan, Section 1.)
- Participate in the School Crisis Response Planning Team to provide input on the School Crisis Prevention and Response Plan. (CSCP Plan, Section 14.)
- Consider gathering data through student or school staff needs assessments or using the WVDE Learning Environment Surveys data. (If a student needs assessment is implemented, ensure a consent process is in place.)
- Middle and High School Counselors: Work with teacher advisors to ensure Personalized Education Plans (PEPs) are developed or updated for 8th – 12th grade students. (CSCP Plan, Section 7.)
- Collaborate with the 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.

APRIL – JUNE

- Hold a follow-up meeting with the school counseling advisory committee to review and provide feedback on the school counseling program implementation.
- Meet with the principal to develop next year's CSCP plan.

JUNE 15

- Complete WV School Counseling Program Assessment.
- Enter outcomes for standard element goal and student impact goal into the WVDE Educator Evaluation Platform. If applicable, submit evidence to support goal progress.
- Meet with the principal to review outcomes of annual goals.
- Submit applicable evidence to support goal progress.

ONGOING

- Identify evidence-based curriculum or develop lessons to address the WVCCRDS and the identified needs of the students.
- Provide instruction (classroom/small group/individual)
- Provide appraisal, advisement, and personalized student planning
 - » Monitor student progress (grades, course completion, behavior, etc.)
 - » Transcript reviews
- Provide academic, social and emotional, and college and career counseling (individual/group).
- Provide collaboration, consultation, and referrals.
- Track use of time.
- Assess program and services.
- Work with the principal 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).