

# A COMPREHENSIVE SCHOOL COUNSELING PROGRAM (CSCP) EXAMPLE TEMPLATE



## Example Foundation Template

### **Cass Middle School CSCP Mission Statement**

The mission of the Cass Middle School (CMS) Comprehensive Counseling Program is to support the academic success, the post-secondary/career preparation, and the personal/social development of our diverse student population using best practice school counseling strategies and a tiered approach to meet the needs of all students. Together with our stakeholders, our tiered approach incorporates direct and indirect services that ensures equity and access for every student in order to help them become future leaders and contributors of a global society with 21st century skills.

### **Program Definition- below are the defining elements of our CSCP**

- Delivery- Campus school counselors deliver the comprehensive school counseling program with support from administration and campus staff.
- Competencies- To plan, implement, and evaluate the CSCP; to collaborate with and promote the CSCP to our stakeholders.
- Clients-Students are served through our campus with the possibility to expand to the families and community, as needed and supported.
- Organizational Elements-Elements that go into making our school counseling program organized to help ensure that unnecessary elements are left out and needed elements are maintained are:
  - ✓ The master counseling yearly calendar
  - ✓ Following the *5<sup>th</sup> Edition TX Model for CSCP*
  - ✓ SCUTA
  - ✓ Weekly schedules
  - ✓ Weekly PLC's (professional learning community)
  - ✓ TX Model guidance lesson curriculum indicators/goals
  - ✓ Annual Agreement with Principal
  - ✓ District and CMS Counseling Handbook for systems and procedures
  - ✓ Research-based interventions such as Solution Focused Brief Counseling

### **Program Rationale**

Below are the 6 statements that make up the rationale for our CSCP:

1. The importance of our school counseling program as an equal partner in the educational process is to support students' personal/social needs that must be met before students can achieve academic success. "Maslow before Blooms"
2. Students first need to acquire the intrapersonal/interpersonal competencies and the personal health/safety competencies in order to feel healthy and motivated enough to achieve the post-secondary education/career readiness competencies. Our students need to acquire post-secondary education/career readiness competencies in order to become successful future leaders and contributors of a global society.

3. The school counseling program will enable students to develop their full potential because our mission is to *help students become our future leaders and contributors of a global society*.
4. The rationale for the SC program can be determined by reviewing assessment results. The conclusions we can draw from our various CMS assessments are: **high crisis numbers (1.2 crises per day)**, more crises and discipline referrals in spring semester, number of failing classes increased as year progressed, Feb/May/Apr and 6<sup>th</sup> graders had highest discipline referrals; counselors spend a significant amount of time on system support.
5. The goals of our campus include safety and student academic success.
6. Current theories and professional trends of our school counseling program include Solution Focused Brief Counseling.

**Program Assumptions** – see completed checklists on pg. 56

### **Program Goals (highlighted) & Process**

**Needs Assessment Results-** see Google Forms data; the most significant needs of staff/students in needs assessments include:

- Getting along with friends or others/ difficulty making friends
- Teasing, bullying, sexting, cyberbullying
- Dealing with change/new situations at home with family
- Physical/ sexual abuse, neglect or domestic violence
- Handling stress healthfully
- Anger management
- Destigmatizing mental illness
- Study skills
- Improving grades

We reviewed the following data points:

- Group data
- Yearly guidance reports
- Staff evaluation
- Staff/student needs assessments
- Crisis numbers
- Discipline referrals
- Failure reports

We found the following patterns in our data:

- All counselors are above the recommended TEA percentage of 10%-15% for system support
- All counselors low on TEA percentage of 35%-40% for guidance curriculum but, this can be fixed through data re-distribution and through hiring more school counselors
- Out of 176 days we had more than one crisis per day
- We had more crises in the spring semester than in the fall
- Our group data indicated knowledge gained through pre/posttests
- Discipline data showed highest refs in Apr, May, Feb and with 6<sup>th</sup> graders
- Academic data showed more failing classes as year progressed
- Academically, 8<sup>th</sup> grade failed the most classes
- 6<sup>th</sup> grade had the highest number of discipline referrals
- Staff evaluations patterns showed overall very high marks for school counseling program

We found the following areas of significance in our data points:

- High crisis numbers (1.2 crises per day)
- More crises and discipline referrals in the spring semester
- Counselors spend a significant amount of time on system support
- 6<sup>th</sup> graders had the highest number discipline referrals
- 8<sup>th</sup> graders had the highest number of failing grades

The most significant needs identified in needs assessments were:

- Getting along with friends or others/ difficulty making friends
- Teasing, bullying, sexting, cyberbullying
- Dealing with change/ new situations at home with family
- Physical/ sexual abuse, neglect or domestic violence
- Handling stress healthfully
- Anger management
- Destigmatizing mental illness

Advisory council input/insight to be incorporated into CSCP goals:

- We will share 4 CSCP goals at first Leadership meeting to elicit revisions/additions
- TBD through discussion of student concerns at weekly PLC meetings and monthly Leadership meeting

#### Program Goals for the 2020-21 Year

#1. By May 2021, students in 6/7/8gr will decrease the number of failed classes by 10% from the previous school year to the current school year. Source: CMS Failure Term Report from Skyward

#2. By May 2021, students in 6/7/8gr will decrease the number of discipline referrals by 10% from previous school year to the current school year. Source: CMS Annual Discipline Report from Skyward

#3. By May 2021, students in 6/7/8gr will decrease the number of crisis incidents by 10% from the previous school year to the current school year. Source: CMS Crisis Reports

#### **CSCP Design Priorities**

Clients- ranked by importance according to our goals (1 is most important):

1. Students
2. Parents
3. Teachers
4. Administrators
5. Others

Student Needs- ranked by importance according to our goals (1 is most important):

1. Prevention needs
2. Remediation needs
3. Crisis needs

Student Competencies- ranked by importance according to our goals (1 is most important):

1. Interpersonal Effectiveness
2. Intrapersonal Effectiveness

3. Personal Health and Safety
4. Post-Secondary Education and Career Readiness

School Counselor Competencies- ranked by importance according to our goals (1 is most important):

1. Program Management (plan/implement CSCP)
2. Advocacy
3. Guidance (theories, plan lessons, groups, involve others)
4. Professional Standards (ethics)
5. Professional Behavior (relationships, use of time)
6. Consultation
7. Coordination
8. Leadership
9. Counseling (interventions for students personal/social development, individual/group counseling)
10. Student Assessment

Counselor Time/Program Component- ranked by importance according to our goals (1 is most important):

1. Guidance curriculum 35-40%
2. Responsive Services 35-40%
3. System Support 10%
4. Individual Planning 15-25%

## **Example Program Design Template**

### **Guidance Curriculum Services**

#### 1. Strategic Content Area-Intrapersonal Effectiveness

Needs Assessment Findings- Staff/students noted high need for strategies to handle stress healthfully and manage anger.

Guidance Curriculum Lesson Topic/s- stress and anger management

SMART Goal/s-

- ✓ By May 2021, students in 6/7/8gr will decrease the number of discipline referrals by 10% from previous school year to the current school year.
- ✓ By May 2021, students in 6/7/8gr will decrease the number of crisis incidents by 10% from the previous school year to the current school year.

#### 2. Strategic Content Area-Interpersonal Effectiveness

Needs Assessment Findings- Staff/students noted high need for strategies to better get along with/make friends and to deal with change/new situations at home with family.

Guidance Curriculum Lesson Topic/ss- friendship, conflict resolution, family changes

SMART Goal/s-

- ✓ By May 2021, students in 6/7/8gr will decrease the number of discipline referrals by 10% from previous school year to the current school year.

#### 3. Strategic Content Area-Personal Health & Safety

Needs Assessment Findings- Staff/students noted high need for strategies to handle: harmful behaviors (bullying/sexting/cyberbullying) and abuse (physical/ sexual abuse/neglect/domestic violence) and destigmatizing mental illness.

Guidance Curriculum Lesson Topic/s- child abuse prevention, destigmatizing mental illness, anti-bullying  
SMART Goal/s-

- ✓ By May 2021, students in 6/7/8gr will decrease the number of discipline referrals by 10% from previous school year to the current school year.
- ✓ By May 2021, students in 6/7/8gr will decrease the number of crisis incidents by 10% from the previous school year to the current school year.

#### 4. Strategic Content Area-Post Secondary Education and Career Readiness

Needs Assessment Findings- Staff/students noted high need for strategies to improve study skills and academic achievement.

Guidance Curriculum Lesson Topic/s- success in school, organizational/study skills

SMART Goal-

- ✓ By May 2021, students in 6/7/8gr will decrease the number of failed classes by 10% from the previous school year to the current school year.

### **Campus Responsive Services**

*\*All topics on page 91 are issues at CASS MS, so we picked the 3 top issues and grouped some others into them.*

Identified Need #1- Failure of core classes

Preventative, Remedial, or Crisis- Preventative

Intervention/Plan of Action- Attend grade level team meetings to learn about student concerns from teachers/staff.

Outcome/Follow- Meet with students mentioned in concerns.

Identified Need #2- Student stress and anxiety

Preventative, Remedial, or Crisis- Remedial

Intervention/Plan of Action- Stress management groups, healthy coping skills groups; all student support groups will address stress and include a stress management mini-lesson.

Outcome/Follow- Group posttests to determine success of above intervention.

Identified Need #3- Student crisis outcries (“3 Hurts” emergencies)

Preventative, Remedial, or Crisis- Crisis

Intervention/Plan of Action- Create/apply CASS MS Crisis Protocol Steps.

Outcome/Follow- See protocol, meet with student to do a day-after-crisis-incident check in.

### **Individual Planning Priorities**

Domain- Career

Goal- IIIAii. Students will take advantage of their educational opportunities: understand cost associated with postsecondary education and that post-secondary education requires resources.

School Counselor Considerations- Conceptual Cube components of guidance curriculum, middle, postsecondary

Advocacy- NA

Domain- Education

Goal/s- IIIDi. Student will demonstrate awareness that education and training is needed to achieve career goals: assess/modify educational (6-year) plan to support career goals.

School Counselor Considerations- Conceptual Cube components of individual planning, middle, postsecondary planning & readiness

Advocacy- Educate parents/guardians on importance of 6-year plans.

Domain- Personal

Goal/s- III3ii. Students will learn how to apply goal-setting in career: set and achieve some long and short term goals.

School Counselor Considerations- Conceptual Cube components of individual planning, middle, intrapersonal effectiveness

Advocacy- NA

### **System Support Tools**

Monthly Calendar- see attached calendar at end of this CSCP.

Program Balance Chart/Weekly Schedule- see next page.

### **KEY for the following tools:**

**GC: Guidance Curriculum**

**RS: Responsive Services**

**IP: Individual Planning**

**SS: System Support**

**NCD: Non-counseling duty**

## Program Balance Chart/Weekly Schedule Example Template



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-8:30	Crisis Followup (RS)	Staff Referrals/SST (SS)	Crisis Followup (RS)	Staff Referrals/SST (SS)	Crisis Followup (RS)
8:30-9	Student Concerns (RS)	Student Concerns (RS)	Student Concerns (RS)	Student Concerns (RS)	Student Concerns (RS)
9-9:30	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	New Student Scheduling/ Advising (IP)	Weekly Counseling Team Meeting (SS)
9:30-10	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	Group Counseling (GC)	New Student Scheduling/ Advising (IP)
10-10:30	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	Group Counseling (GC)	New Student Scheduling/ Advising (IP)
10:30-11	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Individual Sessions/Referrals (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
11-11:30	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Individual Sessions/Referrals (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
11:30-12	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Counselor Corner during Student Lunches (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
12-12:30	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Counselor Corner during Student Lunches (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
12:30-1	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Counselor Corner during Student Lunches (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
1-1:30	Individual Sessions/Referrals (RS)	Guidance Lessons (GC)	Individual Sessions/Referrals (RS)	Group Counseling (GC)	Individual Sessions/Referrals (RS)
1:30-2	In School Suspension Conferences (RS)	Guidance Lessons (GC)	In School Suspension Conferences (RS)	Group Counseling (GC)	In School Suspension Conferences (RS)
2-2:30	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	Group Counseling (GC)	Weekly Principal-Counselor Meeting (SS)
2:30-3	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	Group Counseling (GC)	Weekly Principal-Counselor Meeting (SS)
3-3:30	New Student Scheduling/ Advising (IP)	Guidance Lessons (GC)	New Student Scheduling/ Advising (IP)	Group Counseling (GC)	New Student Scheduling/ Advising (IP)
3:30-4	Session Followup/ Recordkeeping (SS)	Session Followup/ Recordkeeping (SS)	Session Followup/ Recordkeeping (SS)	Session Followup/ Recordkeeping (SS)	Session Followup/ Recordkeeping (SS)

# Counseling Department Monthly Calendar Example Template



This calendar is based on the following guidelines.

## 1. The Texas Model School Counseling Program Guide Components and Content Areas of:

<u>Components</u>	<u>Content Areas</u>
Guidance Curriculum	Interpersonal Effectiveness
Responsive services	Intrapersonal Effectiveness
Individual Planning	Personal Health and Safety
System Support	Post-Secondary Planning and Career Readiness

## 2. The three program goals of the CMS Comprehensive School Counseling Program:

### Program Goals for the 2020-21 Year

- a. By May 2021, students in 6/7/8gr will decrease the number of failed classes by 10% from previous year to current school year. Source: SMS Failure Term Report from Skyward
- b. By May 2021, students in 6/7/8gr will decrease the number of discipline referrals by 10% from previous school year to current school year. Source: CMS Annual Discipline Report from Skyward
- b. By May 2021, students in 6/7/8gr will decrease the number of crisis incidents by 10% from previous school year to current year. Source: CMS Crisis Reports

## 3. Campus Improvement Plan Goals:

Goal 1: Increase student success through expanded opportunities for all students with a focus on college and career readiness.

Goal 2: Increase collaboration with stakeholders through consistent procedures, practices, and communications.

Goal 3: Increase engagement of school community in addressing growth issues while maintaining focus on the CMS Mission.

Goal 4: Maintain financial strength and stability while addressing needs and providing appropriate resources.

Goal 5: Provide a safe and supportive learning environment.



## CALENDAR



### August

#### **Content Area- Personal Health & Safety**

**CSCP Goals Addressed- a, b, c**

**Domain- Personal**

#### **Guidance Curriculum Lesson Topics (GC)-**

- Meet the counselor: schedule change protocol, handling “3 hurts” emergencies vs counseling request forms, Campus Crime Stoppers/incident reports with school resource officer, guidance curriculum pretest administration to student body
- Crisis prevention- child abuse awareness

#### **Major Projects/Events-**

- Create yearly counseling calendar **(SS)**
- New student class selection **(IP)**
- Plan 1<sup>st</sup> semester guidance lessons **(SS)**
- Counseling program presentation to staff **(SS)**
- Assist with scheduling data entry **(NCD)**
- Parent/student schedule consults **(IP)**
- Cardinal Camp & Meet the Teacher -present counseling program **(GC)**
- Train all Cardinal Student Mentors **(RS)**

### September

#### **Content Area- Interpersonal Effectiveness**

**CSCP Goals Addressed- a, b, c**

**Domain- Academic**

#### **Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- destigmatizing mental illness
- Conflict resolution- role play (rumors/gossip)
- Good grades strategy- how to do grade self-checks

#### **Major Projects/Events-**

- Advise students on scheduling concerns/conflicts **(IP)**
- Student concern check-ins **(RS)**
- Data entry for schedule changes **(NCD)**
- National Suicide Prevention Week activities **(GC)**
- Plan/start 1<sup>st</sup> semester group counseling **(GC)**
- Team/SST consults for new school year **(SS)**
- Assist with creating campus plan for completion Personal Graduation Plans (PGP) and utilizing career interest inventory **(SS)**
- Parent Counselor Corner during Back to School Night **(SS)**

## October

**Content Area- Post Secondary Planning/Career Readiness**

**CSCP Goals Addressed- a, b, c**

**Domain- Social**

**Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- antibullying/substance abuse prevention
- Conflict resolution-*Letters to Bullied Girl* story with conflict resolution application activity
- Good grades strategy- organizing backpack regularly

**Major Projects/Events-**

- Trauma-informed/crisis review presentation to staff **(SS)**
- CREST preparation **(SS)**
- Academic concern student conferences **(RS)**
- 1<sup>st</sup> semester group counseling **(GC)**
- Red Ribbon Week schoolwide activities **(GC)**
- Assist with At-Risk Report submissions **(NCD)**

## November

**Content Area- Post Secondary Planning/Career Readiness**

**CSCP Goals Addressed- a, b**

**Domain- Career**

**Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- mindfulness
- Good grades strategy- body language in the classroom
- Create PGPs using career interest inventory results

**Major Projects/Events-**

- Behavioral concern student conferences **(RS)**
- Parent presentation: Intro to PGPs **(SS)**
- CREST submission **(SS)**
- LSSSCA Conference **(SS)**
- Document group outcomes and refer/consult **(SS)**
- Assist with Early College High School (ECHS) recruitment- 8<sup>th</sup> grade 1-1 conferences **(IP)**
- Assist with spring registration preparation in Skyward **(NCD)**
- 1-1 Meetings to advise students on PGPs during Counselor Corner in cafeteria, as needed **(IP)**

**December**

**Content Area- Intrapersonal Effectiveness**

**CSCP Goals Addressed- a, b**

**Domain- Personal**

**Guidance Curriculum Lesson Topics (GC/IP)- Minute Meetings**

**Major Projects/Events-**

- Cardinal Student Mentor training **(RS)**
- Group counseling- mini groups **(GC)**
- Assist with PGP data entry **(NCD)**
- Mid-year counseling program audit **(SS)**
- Plan 2<sup>nd</sup> semester guidance lessons **(SS)**
- Parent Counselor Corner during band concert **(SS)**

**WINTER BREAK**

**January**

**Content Area- Interpersonal Effectiveness**

**CSCP Goals Addressed- a, c**

**Domain- Social**

**Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- cyberbullying/sexting awareness with School Resource Officer
- Good grades strategy- grade self-check review

**Major Projects/Events-**

- 5<sup>th</sup> grade students visit to CMS campus **(GC)**
- Advise students on 2<sup>nd</sup> semester scheduling concerns/conflicts **(IP)**
- Counseling program mid-year presentation to staff **(SS)**
- Assist with 2<sup>nd</sup> semester schedule changes **(NCD)**
- 1<sup>st</sup> semester group data analysis/presentation **(SS)**
- Assist with ECHS student/parent meetings and applications go out **(IP)**
- Assist with spring registration planning **(SS)**
- Start planning 2<sup>nd</sup> semester groups **(SS)**

## **February**

**Content Area- Personal Health & Safety**

**CSCP Goals Addressed- a, b, c**

**Domain- Personal**

**Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- ways to manage stress
- Conflict resolution-anger management role plays
- Good grades strategy- organizing schoolwork in a binder

**Major Projects/Events-**

- Plan and start 2<sup>nd</sup> semester groups **(GC)**
- National School Counseling Week activities **(SS)**
- Personal financial awareness- schoolwide activity **(IP)**
- Academic concern student conferences **(RS)**
- Teen dating violence prevention- schoolwide activity **(RS)**
- TSCA Conference **(SS)**

## **March**

**Content Area- Intrapersonal Effectiveness**

**CSCP Goals Addressed- a, b**

**Domain- Academic**

**Guidance Curriculum Lesson Topics (GC)-**

- Crisis prevention- healthy eating to manage moods
- Using PGPs to select 2021-22 classes
- Good grades strategy- using a planner

**Major Projects/Events-**

- Continue 2<sup>nd</sup> semester group counseling **(GC)**
- 1-1 Meetings to advise students on 2021-22 class selection during Counselor Corner in cafeteria, as needed **(IP)**
- ECHS acceptance conferences **(IP)**
- Parent presentation: college & career readiness **(SS)**
- Behavior concern student conferences **(RS)**

## **April**

**Content Area- Post Secondary Planning/Career Readiness**

**CSCP Goals Addressed- a, c**

**Domain- Academic**

**Guidance Curriculum Lesson Topics (GC)-**

- Looking ahead to college: Big Future website exploration
- Crisis prevention- using healthy coping skills
- Good grades strategy- taking effective notes

**Major Projects/Events-**

- Continue 2<sup>nd</sup> semester group counseling **(GC)**
- Team/SST consults for students struggling to pass grade **(SS)**
- Meet with students struggling to pass grade **(RS)**
- Local college CTE field trip **(IP)**
- Parent presentation: suicide prevention **(SS)**

## **May**

**Content Area- Post Secondary Planning/Career Readiness**

**CSCP Goals Addressed- a, b, c**

**Domain- Career**

**Guidance Curriculum Lesson Topics (GC)- Schoolwide College Week Activities**

**Major Projects/Events-**

- Cardinal Student Mentor celebration **(RS)**
- Document group outcomes and refer/consult **(SS)**
- Staff evaluation of counseling program **(SS)**
- Staff/student/parent needs assessment for next year's guidance/group topics **(SS)**
- Guidance curriculum posttest **(GC)**
- Open House/Parent Counselor Corner **(SS)**
- HS CTE Center field trip **(IP)**

## **June**

**Content Area –NA**

**CSCP Goals Addressed- a, b, c**

**Domain- Academic, Personal, Social, Career**

**Guidance Curriculum Lesson Topics- NA (no students on campus)**

**Major Projects/Events-**

- Program planning meeting with principal (complete Annual Agreement) **(SS)**
- Program development for next year **(SS)**
- 2<sup>nd</sup> semester group data analysis **(SS)**
- EOY counseling program presentation to staff **(SS)**
- Comprehensive school counseling program (CSCP)- evaluation, analysis, revisions, creation for next year **(SS)**
- Create/present next year's CSCP goals to leadership team for feedback/revision **(SS)**

**KEY:**

**GC: Guidance Curriculum**

**RS: Responsive Services**

**IP: Individual Planning**

**SS: System Support**

**NCD: Non-counseling duty**