

PPS Comprehensive School Counseling Plan (CSCP) Planning Guide for Counselors and Administrators

I. Why does Student Services require a CSCP from each school?

- To ensure that the school counselor's work is aligned in a meaningful way with district and school priorities
- To encourage thoughtful, data-driven, two-way communication between school counselors and administrators about effective counseling practices that meet the unique needs of their students and community
- To enable the department of Student Success and Health to make the work of school counselors more transparent and meaningful to the rest of the district
- To meet state compliance standards ([OAR 581-022-1510](#))

II. What do we need to do?

Each PPS school counseling team and their administrator must be engaged in the development of the comprehensive school counseling plan for each school. CSCPs must be submitted online by Wednesday, October 17, 2018

1. Open [CSCP template](#)
2. Complete CSCP template and sign
3. Copy and paste CSCP responses from each section into CSCP submission portal: <http://bit.ly/2018CSCP>
4. Keep copy of CSCP for your records
5. Set quarterly meeting to track/monitor progress

III. What would an ideal CSCP planning process between counselor(s) and administrator look like?

We have outlined the key components of an ideal planning process. Some teams may prefer to break this work up into 2-3 shorter meetings.

- **Identify counseling practices that support school Comprehensive Achievement Plan (CAP) and School Climate Plan goals**
 - Administrator provides counselor(s) with a copy of the school's CAP and School Climate Plan and discusses key school-wide goals & priorities.
 - Together, admin and counselor(s) identify effective counseling practices that would assist in meeting or addressing these goals & priorities.
 - Counselor(s) share the [2018 district counseling priorities](#) with admin and discuss how these might be addressed in your school community.
- **Identify Current State/Conduct Needs Assessment**
 - Counselor and Administrator discuss the following:
 - How is our learning community doing? Academically, behaviorally, socially, emotionally? How do our students do at the next level?
 - Which students are best served by our current practices and which students are not? (Race/ethnicity, gender, grade, special populations, etc.)
 - What data tells us that this is so? What data tells us otherwise? Consider attendance, behavior, grades, test scores, graduation rates, course enrollment, etc. Data should be disaggregated by race. Additional data that informs student needs may also be considered, such as student, staff or parent needs assessments, or other counselor specific data.
 - If more information is needed, further data collection may be necessary. (Counselors have access to a shared google folder with needs assessment survey)

samples.)

Ideal CGCP planning process continued:

- **Reflect on previous year's CSCP** (*last year it was called a Comprehensive Guidance and Counseling Plan, CGCP. We have updated the title of the plan to be in line with the most up to date language.*)
 - Administrator and counselor(s) reflect on CSCP from last year and discuss successes and challenges.
 - If neither counselor nor administrator have a copy of last year's CGCP, email your COSA in Student Success and Health to request a copy.
- **Identify CSCP top priorities**
 - Considering needs and priorities from discussion, administrator and counselor(s) identify at least three key priorities for new CSCP. At least one of these must be connected to one of the [2018 district counseling priorities](#).
 - Reference [PPS counselor framework](#) and [ASCA mindsets and behaviors](#) to ensure that a well-rounded counseling program is being considered.
- **Questions for discussion**
 - Does this plan adequately support the school's CAP and School Climate plan?
 - Does this plan adequately address and support identified student needs?
 - Does this plan make best use of counselor time and expertise?
- **Sign & date completed CSCP**
 - Both administrator and counselor(s) read completed CSCP and sign.
 - If there are more specific planning documents to consider and/or agree on, such as a counselor schedule, these should be informed by the CSCP.

IV. How do I get additional support from Student Success and Health to complete my CSCP?

1. Do you have questions or want a collaborator to help you identify needs and priorities?
 - Marquita Guzman, High School Counselor on Special Assignment (mguzman@pps.net), and Melissa Toren Hrin, PK-8 Counselor on Special Assignment (mtorenh@pps.net), are available via phone, email or in person by appointment.
2. Do you need assistance in planning with your administrator?
 - Nicole Kappes-Levine can support or facilitate meetings at your school with counselors and administrators. Please email or call Nicole (nlevine1@pps.net, 971-291-0765) to discuss this option.