

**HIGH SCHOOL
COUNSELING
STRATEGIC PLAN**

Mission Statement

The mission of the WCASD High School Counseling Program, which serves a growing community with diverse needs, is to counsel, educate and advocate for students as they pursue their individual goals by delivering a proactive, comprehensive and consistent program, in partnership with multiple constituencies.

Objectives

1. All students will be appropriately counseled to select the most challenging academic level consistent with their potential.
2. All students will formulate a realistic and individualized goal plan in which they will consistently demonstrate an understanding of how their decisions affect their plan.
3. All students will demonstrate proactive self-advocacy and enrich their educational experiences by seeking out and utilizing available resources, supports, and extra-curricular activities.

Tactics

1. We will develop, implement and evaluate practices, procedures and programs to ensure a consistent, effective comprehensive counseling program.
2. We will develop and implement a consistent system, including the Individual Goal Plan, for data collection and analysis, to appropriately counsel students.
3. We will develop and implement communication plans to ensure that our students, staff, and families are provided with current and consistent information regarding the high school counseling program.
4. We will develop and match resources and support services that effectively address students' individual college, career and social and emotional needs.

Tactic One

We will develop, implement and evaluate practices, procedures and programs to ensure a consistent, effective comprehensive counseling program.

ACTION PLAN

Specific Result I

- I. Create a WCASD Counseling Program that would develop the academic, social/emotional, and career needs of *all* students.**

Action Steps

1. Select a committee comprised of building and central office administration and Student Services professionals from all three high school communities. The committee will:
 - a. Develop and administer a needs assessment, surveying all constituencies, to assess each students academic, career, social and emotional needs.
 - b. Identify each WCASD student's academic, social / emotional and career needs to assist with formulation of their individual goal plan.
 - c. Review the current counseling program to determine what components need to be modified or added, with emphasis on the development of an Individual Goal Plan for each student.
 - d. Review and modify if necessary, the procedure by which counselors are assigned student caseloads and coordination of responsibilities.
 - e. Review and modify if necessary, the school counselor job description with emphasis on the objectives of the High School Counseling Strategic Plan.

Note:

- *Generalist vs. specialist, example: (Responsibilities specifically dedicated for ESL, CAT-B, Special Education).*
- f. Delineate the relationship between the school counselor and other professional staff including pupil services and ESL.
 - g. Implement the revised counseling program which will include development of an Individual Goal Plan for each student.

- h. Identify and develop a method to collect (varied) data to evaluate the WCASD Counseling Program.

Note:

- *Survey all constituents to include postgraduates. Include data demonstrating student 'self advocacy' skills.*

- i. Review and evaluate data and implement and modify the counseling program as necessary.

Specific Result II

II. Create standardized best practices that address students' "at-risk" behavior.

Action Steps

1. Review other school districts' practices and policies.
2. Review ASCA and PSCA recommendations for best practices.
3. Complete a review of the professional literature.
4. Define current guidelines, procedures and personnel necessary to address "at-risk" student behaviors.
5. Develop a consistent, best practice approach for addressing 'at-risk' student behaviors in the WCASD.

Notes:

- *Example of "At-Risk" are: teen pregnancy, self injury, substance abuse, Mental Health issues, suicide, homicidal, physical abuse, and sexual abuse.*
- *Committee should include community, school, legal constituents, pupil services representation, and representatives from all three High Schools.*

Specific Result III

III. Ensure that counselors have the knowledge and skills to deliver the WCASD Counseling Program.

Action Steps

1. Identify and target professional development opportunities for all counselors.
2. Develop a professional literature and resources collection for counselors.
3. Develop forums for counselors to share and practice new skills and knowledge with colleagues.

Specific Result IV

IV. Create a WCASD Procedural Manual to be implemented consistently among WCASD High Schools.

Action Steps

1. Establish a committee to write the manual.
2. Review the HHS and EHS manual to determine what needs to be adjusted.
3. Create collaboration, training and revision opportunities to maintain consistency among all three schools.
4. Identify standard information from the manual to be consistently included in each high school's faculty and student handbook, and course selection guide.

Note:

1. *Ensure that committee members consist of a variety of counselors; other pupil services personnel and administration.*

Tactic Two

We will develop and implement a consistent system for data collection and analysis to appropriately counsel students

ACTION PLAN

Specific Result I

- I. Collaborate with the Technology Department in the development of a district- wide, electronic “data warehouse” containing student based/related information.**

Action Steps

1. Determine uses, users, and data requirements including levels of access for data input, who will have access at each level, and how access will be obtained and confidentiality ensured.
2. Identify and determine linkages with other data warehouse initiatives.
3. Ensure the district’s software, hardware, and networking systems meet plan requirements.
4. Utilize “best practice” /industry standards as benchmark to determine the data to be included in the data warehouse.
5. Identify who will input, manage and maintain the data, including technical support (consider constituents, such as parental/guardian updating of emergency information, etc.).
6. Identify training needs to accomplish plan.
7. Evaluate the data contained in the IGP and determine most appropriate systems for access and storage. (In conjunction with tactics 1 and 4).

Specific Result II

- II. Create and implement a district-wide process for using the data warehouse for retrieval/reporting of information.**

Action Steps

1. Determine retrieval and reporting requirements including levels of access for retrieving data, who will have access at each level, and how access will be obtained.
2. Identify output (electronic, hardcopy) for retrieval and reporting of information.
3. Ensure the district’s software, hardware, and networking systems meet plan requirements.

4. Use “best practice”/industry standards for data retrieval, reporting and management / maintenance of information as benchmark.
5. Identify training needs and technical support needed to accomplish plan.
6. Develop a process for retrieval / reporting of IGP data.

Specific Result III

III. Create and implement a district-wide program of data analysis/interpretation of information to be used within the Counseling Program.

Action Steps

1. Determine analysis/interpretation of information requirements levels of access to analysis, who will have access at each level, and how access will be obtained.
2. Determine what retrieval information/reports are needed for analysis/interpretation and in what format, frequency and dissemination method.
3. Identify “best practice” and industry standards for analysis/interpretation to use as benchmark.
4. Identify training needs for all constituencies for analyzing and interpreting data/information.
5. Identify a process for teaching students how to interpret and utilize IGP information.

Specific Result IV

IV. Create and implement a WCASD “Data Warehouse & Data Analysis” Manual to be implemented uniformly at the high school level.

Action Steps

1. Establish a committee to write review and utilize any existing and applicable WCASD manuals as starting point for writing a new High School Counseling Data Warehouse manual.
2. Identify “best practice” and industry standards for developing the Manual to use as benchmark.
3. Create sections applicable to constituents and identify mediums for accessing Manual.
4. Identify who will manage/maintain/update/communicate updates regarding the Manual to constituencies.
5. Establish training for introducing/using Manual.
6. Develop a plan to merge key components of this manual with the High School Counseling Procedural Manual.

Tactic Three

We will develop and implement communication plans to ensure that our students, staff and families are provided with current and consistent information regarding the high school counseling program.

ACTION PLAN

Specific Result I

- I. Formulate a committee of professionals representing each of the three High Schools.**

Specific Result II

- II. Develop a consistent high school counseling communication plan that can be accessed by all constituents.**

Action Steps

1. Establish a tri-school team to:
 - a. Develop and disseminate a needs assessment to constituents (faculty, parents, students) and counselors to determine communication needs and preferred delivery method.
 - b. Review current communication policies, practices and methods within and among the high schools.
 - c. Review best practice for communication policies and practices within high school counseling programs.
 - d. Develop and implement a consistent multi-medium communication plan, utilizing the data gleaned from the above steps.
 - e. Imbed the key components of the communication plan into the High School Counseling Procedural Manual.

Specific Result III

- III. Implement the communication plan.**

Specific Result IV

- IV. Incorporate the plan into the counseling manual.**

Specific Result V

- V. Establish a tri-school committee of professional staff to evaluate, review and modify the communication plan annually.**

Tactic Four

We will identify, develop and match resources and support services to minimize social, emotional and academic barriers to achieving college and career goals, for all students, as reflected in their IGP's

ACTION PLAN

Specific Result I

- I. Identify social and emotional barriers to achievement of students' post-secondary plans.**

Action Steps

1. Establish a tri-school team to:
 - a. Develop and administer a needs assessment for all constituents (students, teachers, parents, administer, high school graduates and dropouts) to identify barriers to student learning and achievement.
 - b. Collect and analyze data from needs assessment tool.
 - c. Inventory and catalogue all current available resources and supports in school, district and community.

Note:

Collaborate with Tactic I in development of needs assessment.

Needs assessment to include perceived effectiveness.

Tri-school team to include all constituents with external constituents pulled in when appropriate.

Specific Result II

- II. Evaluate availability and effectiveness of current resources and supports and identify gaps.**

Action Steps

1. Based on inventory and survey results:
 - a. Analyze existing data trends and identify priorities with respect to student attendance, achievement and college admission and drop out rates, etc.
 - b. Examine existing support programs to identify gaps and how they are being addressed.

Specific Result III

III. Match student needs with existing resources and develop new programs, supports and resources to fill identified gaps.

Action Steps

1. The tri-school team to:
 - a. Examine existing survey results.
 - b. Incorporate results into development of new programs that address previously identified gaps.
 - c. Establish process for matching identified need with appropriate resource.

Note:

*Ongoing process year to year will allow for annual revision.
Tri- school team to include all constituents with external
constituents pulled in when appropriate.*