




College & Career Readiness

Duchesne County School District

School Counseling Program Update, November 10, 2022

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Standards 1 & 2—Each Student and Data Effectiveness and Program Improvement

- ▶ Identify and analyze student population data, and ensure there are equitable educational opportunities.
- ▶ Administer Systemic Assessment to students, parents, and teachers, to determine needs.
 - ▶ Identify top gaps
 - ▶ Develop goals and interventions
- ▶ Create and complete a data project annually.
 - ▶ Attendance
 - ▶ Graduation Rates
 - ▶ Test Scores


Standards 3, 4, & 5—Plan for College and Career Ready Process, Career Literacy, and Collaborative Classroom Instruction

Student Info	Counselor Info	7th Grade Plan	8th Grade Plan	9th Grade Plan	10th Grade Plan	11th Grade Plan	12th Grade Plan
Student Information							
SEOP/CCR data for: ** Remember that passing the Civics Exam is required for Graduation.**							
State Student ID							
Date of Birth							
Student Cell Phone							
Student Email							
1st Choice Area of Interest (Holland Code)							
2nd Choice Area of Interest (Holland Code)							
1st Choice Career Pathway (Required for Grades 9-12)							
2nd Choice Career Pathway (Required for Grades 9-12)							
Current Career Goal (Place a date by your ideas and save your history over time)							
Transition Plan (IEP)							
Are you eligible for and/or interested in 1st generation scholarships and other information?							
Post Secondary Objective/Goal							
1st Choice College or University							
2nd Choice College or University							
What is your first choice, early college or advanced training option?							
What is your second choice, early college or advanced training option?							
What extra-curricular option are you most likely to pursue in high school?							
I commit to graduate							
Have you recently logged into and completed any surveys or your resume in UtahFutures.org							
If you selected "No" please visit UtahFutures.org and begin or add to your UtahFutures electronic SEOP Portfolio.							




Standards 3, 4, & 5—Plan for College and Career Ready Process, Career Literacy, and Collaborative Classroom Instruction

- ▶ Career literacy starts in Elementary Schools, but more specifically in 7th grade and continues through 12th grade.
 - ▶ College and Career Awareness, project-based activities.
 - ▶ Work-Based learning activities (Reality Town, Career Fairs, Employer guests, etc.).
 - ▶ Counselor collaboration with other classes.



Standard 6—Systemic Approach to Dropout Prevention with Social/Emotional Supports

- ▶ Responsive Services
- ▶ Tiered Systemic Approach in each school
- ▶ Prevention
 - ▶ Community Matters Conference
 - ▶ Guest Speakers
- ▶ Intervention
 - ▶ Social/Emotional supports
 - ▶ Determine responsibilities of school counselors vs. responsibilities of School Psychologist, Social Worker, Social Emotional Specialists, and outside sources.



Standard 7—Alignment

- ▶ Counselors plan with feeder schools and across district.
 - ▶ Monthly districtwide PLCs
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Suggested Time Allocation

Recommended Distribution of Total School Counseling Time

System Area	Elementary School % of Time	Middle School % of Time	High School % of Time
Plan for College and Career Readiness	5-10%	35-45%	45-55%
Collaborative Classroom Instruction	35-45%	25-35%	15-25%
Systemic Approach to Dropout Prevention	30-40%	25-30%	15-20%
Systemic Program Management	10-15%	10-15%	10-15%

Typical Counselor School-Year Calendar

UHS COUNSELING MASTER CALENDAR	
August Begin annual calendar Reconcile student schedules Check student grad credits New registration Schedule changes (educational) New freshman orientation Jump back days	January Registration plan completed Planning guide completed S2 scheduling Curriculum night Senior S2 at risk CCR Master schedule dept meeting 9th grade Keys to Success
September Senior CCR At risk CCR QPR training Cougar Kick Off	February Registration assemblies Registration/CCR 9-11th graders 8th grade Registration at RHHS 10th grade You Science Hope squad walk/ Hope week Career fair
October Early grad plans FAFSA night ASVAB testing PSAT testing Utah College Application Week Q2 Credit checks	March Student 2021 schedules complete Class choice open/classroom visits Q3 credit checks Scholarship committee mtg Senior awards night and grad plan At-Risk students summer school mtg Master schedule complete
November PSAT and ASVAB interpretation 11th grade Keys to Success Planning guide committee mtg College week All Senior assembly	April Senior award night planning Graduation planning Final 2020-21 schedule sent home Senior Decision Day Valedictorian application process
December 2nd Semester schedules S1 Credit checks Plan for pre-registration Planning guide update	May Senior awards night AP testing Parent senior communication Summer school registration S2 Credit checks Graduation!



Assurances

- ▶ Board Adoption and Approval
 - ▶ We need written evidence that our local School Board has adopted the College and Career Readiness School Counseling Program.
- ▶ Structural Components
 - ▶ Student/Licensed Counselor Ratio
 - ▶ Budgets
 - ▶ Appropriate facilities
 - ▶ Clerical staff
 - ▶ Computer facilities



Assurances cont.,

- ▶ Communication with stakeholders
- ▶ Keeping current with laws and regulations
- ▶ Crisis response plans in place
- ▶ Extended days and hours
- ▶ Administrative
 - ▶ Leaders meet with counselors regularly
 - ▶ Annual program evaluation and **report to School Board**
- ▶ Use of Data
 - ▶ Access to relevant data



Assurances cont.,

- ▶ Program Leadership and Management
 - ▶ Participate in Advisory groups
 - ▶ Provide training to staff
 - ▶ Participate in development of TSSA plan
- ▶ Time Allocation
 - ▶ Time/task analysis charted by each counselor
 - ▶ Post calendars on web sites
- ▶ College and Career Readiness Training
 - ▶ Participate in state trainings and other professional development opportunities
- ▶ School Counselor Checklist
 - ▶ Annual performance reviews
 - ▶ Electronic Evidence Boxes



Board Adoption and Approval

- ▶ Will the Duchesne County School Board approve the College and Career Readiness School Counseling Program as a K-12 model for our district?
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