



# MASTER PLAN

## School Counseling

2019

**Executive:** Chief, Office of Student Support Initiatives and Recovery

**Director:** Ralph Aiello, School Counseling & BRACE Advisement

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**Course Group Number:** 10456020

## **Purpose**

The mission of Broward County Public Schools' School Counselors is to implement a proactive counseling program that fosters academic achievement, college and career awareness, and social and emotional learning for all students. The work of school counselors is to determine students' needs and to implement a standards-driven, data-based, and comprehensive American School Counselor Association (ASCA) model program.

School counselors promote and enhance achievement with an Annual School Counseling Plan (ASCP) that ensures that every student receives school counseling services. Credentialed school counselors provide comprehensive counseling programs that incorporate prevention and intervention with continuous academic, career, and personal development activities that will prepare students for meaningful participation in a diverse, changing world. These activities include individual counseling, group counseling, classroom lessons, school-wide initiatives, community initiatives, and services such as facilitating parent-teacher conferences and connecting students and families with additional resources.

## **Needs Assessment**

The professional learning needs of school counselors is determined on a semi-annual basis through regular monitoring of multiple indicators of success, including changes in counselor practices and student outcomes.

School Counselors measure and monitor student outcomes including academics, attendance, and behavior. Although not directly attributable to professional learning (PL) associated with this plan, counselors monitor student outcomes as part of ongoing data analysis and development of school-level needs assessments to guide the creation, implementation, and revision of the Annual School Counseling Plan (ASCP). The ASCP is aligned with the school's plans, created in consultation with the principal, and informed by analysis of student data. The ASCP will address all the components of the American School Counselor Association (ASCA) introduced to date through PL activities.

At the elementary school level, the ASCP is the primary indicator of the impact of PL for school counselor practice and grade promotion from grades 3 to 5 is the key measure of student outcomes. At the middle school level, the program additionally measures successful implementation of a College Week event and access to and completion of career education planning within the Naviance College & Career Readiness system. At the high school level, the program also measures completion of an approved ASCP, school implementation of a College Application Week, and completion of college and career planning in Naviance; and monitors college readiness milestones including the percentage of eligible students who complete college admissions tests (SAT and/or ACT), completion of the Free Application for Federal Student Aid (FAFSA), college admission rates, and high school graduation rates, in alignment with the District Strategic Plan. The status of these indicators for 2016 – 2017 is listed below:

- By the end of 2016 – 2017, 136 schools out of 231 Broward Schools have completed and submitted a principal-approved Annual School Counseling Plan, including 83 out of 138 elementary schools (60%), 22 of 40 middle schools (55%), 22 of 32 high schools (68%), 2 of 3 technical colleges, and 1 of 6 combination schools. The goal is for 100% of K-12 schools to complete a principal-approved ASCP.
- The District-wide grade promotion rate was 96.6% for grades 3 – 5, 98.9% for grades 6 - 8, and 98.9% for grades 9 – 12.
- 56% of secondary students had logged in to Naviance by the first quarter of 2018 – 2019. The goal is for 100% of secondary students to log in by the first quarter of each year.
- In 2019, 86% of 12<sup>th</sup> grade students completed the SAT and 31% of students completed the ACT. The target is for all students to complete the SAT or ACT by high school graduation.
- 42% of Broward’s high school seniors completed the FAFSA by March 30, 2018 an increase of two points over 2016 – 2017 and 12 points over 2015 – 2016. The target is for the FAFSA completion rate to increase by five additional percentage points.
- According to the 2018 Broward Graduation Survey of seniors, 92% of students had a post-secondary plan. The target is for all students to have a post-secondary plan.
- The high school graduation rate, monitored in alignment with the District Strategic Plan, was 84% in 2018. The target is a 3% increase each year.

## **Programs and Services**

School counseling provides a number of programs and services to help students achieve success and develop life skills in three personal competency areas.

**Academic Success.** From Pre-Kindergarten to grade 12, school counselors support teachers and parent to help students achieve competencies at each grade level. The following are examples: test-taking strategies, study skills, using a planner, getting organized and raising their GPA.

**Career Development Success.** School counselors utilize career development lessons and strategies to help students understand the relationship between personal qualities, education and training, and the world of work. Examples of these strategies are: career awareness and exploration, goal setting, high school graduation facts, scholarship opportunities and use of future-planning tools such as the Naviance platform.

**Personal and Social Success.** School counselors work with staff and community to provide support for students. Ensuring they are safe and healthy and promoting life skills such as education, character development, social skills, making friends, alternatives to peer pressure and managing stress.

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The tables on the following pages describe the Desired Outcomes for professional learning in support of each role associated with this Innovation Configuration.

## Desired Outcomes and Performance Indicators

<b>1.0 Elementary School Counselors</b>			
1.1 Apply procedures related to student progression as outlined in Policy 6000.1 and apply them through communication and program implementation.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Apply Policy 6000.1 with fidelity when implementing school programs and consulting stakeholders in the school community.	Use Policy 6000.1 information when responding to inquiries. Able to reference information relating to policy and procedures when implementing school programs.	Demonstrate a working knowledge of Policy 6000.1 when referencing information. Able to access policy on the Broward Schools website.	Do not demonstrate a working knowledge of policies and procedures related to student progression as outlined in Policy 6000.1.
1.2 Complete and implement the Annual School Counseling Plan demonstrating school counseling services aligned with the American School Counseling Association (ASCA) Standards.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Completed the Annual School Counseling Plan including all 12 components. Plan approved by principal.	School Counseling Plan including all the components covered through professional development so far. Plan approved by principal.	Completed part, but not all, of the components of the Annual School Counseling Plan covered through professional development so far. Plan approved by principal.	Not yet completed the Annual School Counseling Plan.
1.3 Utilize the Behavioral and Academic Support Information System (BASIS) to view and interpret student data to assess needs and provide personalized and highly effective school counseling services that lead to academic achievement, career choice awareness, and social and emotional wellness for all students.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consult with all stakeholders to implement interventions in areas of school and student need.  Disaggregate and analyze data to evaluate intervention effectiveness and make necessary adjustments for future planning.	Use BASIS data to plan effective services that lead to academic achievement, career choice development, and social and emotional learning. Monitor student caseload on a weekly basis to determine effectiveness of interventions (RTI).	BASIS Student Detail Grid to filter for specific student groups to determine school and student needs.	Do not yet use BASIS to view and interpret student data.

### Data Collection Plan: Elementary School Counselors

Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
1. Participants' Reactions	PDMS Feedback Form	1x/workshop	PD Providers
2. Participants' Learning	Embedded assessments and check-ins during workshops	1x/year	PD Providers
3. Organizational Supports	Principal participation in information session	1x/year	Attendance at principal information sessions
4. Participants' Practice	Demonstrated competency for relevant component of the ASCA model on Annual School Counseling Plan	1x/year	Signed by Principal Verified by District
5. Student Outcomes	Annual Customer Survey Grade Promotion (grades 3 – 5)	1x/year	Collected by District, analyzed by Counseling

### 2.0 Middle School Counselors

2.1 Develop comprehensive working knowledge of policies and procedures related to student progression as outlined in Policy 6000.1 and apply them through communication and program implementation.

#### Performance Indicators

Level 4	Level 3	Level 2	Level 1
Apply Policy 6000.1 with fidelity when implementing school programs and consulting stakeholders in the school community.	Use Policy 6000.1 information when responding to inquiries. Able to reference information relating to policy and procedures when implementing school programs.	Demonstrate a working knowledge of Policy 6000.1 when referencing information. Able to access policy on the Broward Schools website.	Do not demonstrate a working knowledge of policies and procedures related to student progression as outlined in Policy 6000.1.

2.2 Complete and implement the Annual School Counseling Plan demonstrating school counseling services aligned with the American School Counseling Association (ASCA) Standards.

#### Performance Indicators

Level 4	Level 3	Level 2	Level 1
Completed the Annual School Counseling Plan including all 12 components. Plan approved by principal.	School Counseling Plan including all the components covered through professional development so far. Plan approved by principal.	Completed part, but not all, of the components of the Annual School Counseling Plan covered through professional development so far. Plan approved by principal.	Not yet completed the Annual School Counseling Plan.

2.3 Utilize the BASIS system to view and interpret student data in order to provide and personalize highly effective school counseling services that lead to academic achievement, personal/social

wellness and career choice development for all students and use the Naviance System to facilitate student transition from high school into college and careers.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Consult with all stakeholders to implement interventions in areas of school and student need. Disaggregate and analyze data to evaluate intervention effectiveness and make necessary adjustments for future planning. Analyze Naviance data to make informed decisions on future practices.	Use BASIS data to plan effective services that lead to academic achievement, career choice development, and social and emotional learning. Monitor student caseload on a weekly basis to determine effectiveness of interventions (RTI).	Access and use the BASIS Student Detail Grid to filter for specific student groups to determine school and student needs.	Do not yet use BASIS to view and interpret student data.
2.4 Implement career education planning activities related to the student progression standards required by the state.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Provide academic and course selection counseling to optimize successful transition to high school. Collaborate with teachers and parents to formulate course planning for transition to high school.	Develop individualized career plans that will assist students in creating a Personalized Academic and Career (PAC) Plan.	Demonstrate knowledge of the eight standards of career and education planning as evidenced by ability to use the state career education requirements. Utilize CHOICES self-discovery activities to expose students to career exploration.	Do not implement career education planning activities related to the student progression standards required by the state.
2.5 Use the Naviance program to implement career education planning activities related to student strengths inventories, college/career goals, scholarship and admissions applications, lessons to develop skills related to college/career success.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1

Use the Naviance program to conduct and analyze strengths, set and monitor college/career goals, apply for scholarships and college admission, complete lessons to develop post-secondary plans.	Use Naviance to develop two or more categories of college/career readiness, but did not participate in each of the Naviance categories.	Minimally use the Naviance program to develop college/career readiness. Access Naviance to view student activity completion rate.	Do not use the Naviance program to develop college/career readiness.
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<b>Data Collection Plan: Middle School Counselors</b>			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
1. Participants' Reactions	PDMS Feedback Form	1x/workshop	PD Providers
2. Participants' Learning	Embedded assessments and check-ins during workshops	1x/year	PD Providers
3. Organizational Supports	Principal participation in information session	1x/year	Attendance at principal information sessions
4. Participants' Practice	Demonstrated competency for relevant component of the ASCA model on Annual School Counseling Plan	1x/year	Signed by Principal Verified by District
5. Student Outcomes	Annual Customer Survey Personalized Academic Logins Naviance Logins Career (PAC) Plans Grade Promotion	1x/year	Collected by District, analyzed by Counseling

<b>3.0 High School Counselors and BRACE Advisors</b>			
3.1 Develop comprehensive working knowledge of student progression policies, procedures related to as outlined in Policy 6000.1.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Apply Policy 6000.1 with fidelity when implementing school programs and consulting stakeholders in the school community.	Use Policy 6000.1 information when responding to inquiries. Able to reference information relating to policy and procedures when implementing school programs.	Demonstrate a working knowledge of Policy 6000.1 when referencing information. Able to access policy on the Broward Schools website.	Do not demonstrate a working knowledge of policies and procedures related to student progression as outlined in Policy 6000.1.
3.2 Complete and implement the Annual School Counseling Plan demonstrating school counseling services aligned with the American School Counseling Association (ASCA) Standards.			
Performance Indicators			

Level 4	Level 3	Level 2	Level 1
Completed the Annual School Counseling Plan including all 12 components. Plan approved by principal.	School Counseling Plan including all the components covered through professional development so far. Plan approved by principal.	Completed part, but not all, of the components of the Annual School Counseling Plan covered through professional development so far. Plan approved by principal.	Not yet completed the Annual School Counseling Plan.
3.3 Desired Outcome: High school counselors and BRACE Advisors will utilize the BASIS system to view and interpret student data in order to provide and personalize highly effective school counseling services that lead to academic achievement, personal/social wellness and career choice development for all students.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Disaggregate data to evaluate intervention effectiveness and makes necessary adjustments for future planning. Monitor graduation requirements for student caseload on a weekly basis.	Consult with all stakeholders to implement interventions in areas of school and student need. Monitor student caseload on a weekly basis to determine effectiveness of interventions (RTI)	Access student data on BASIS via Data Warehouse and the Naviance system. Manipulate the Student Detail Grid to filter for specific student groups in order to determine school and student needs.	Does not utilize the BASIS and Naviance system to view and interpret student data.
3.4 Desired Outcome: High school counselors and BRACE Advisors will educate students and families on the importance of understanding and completing both the Florida Financial Aid Application (FFAA) for the Bright Futures Scholarship and the Free Application for Federal Student Aid (FAFSA).			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
Monitor FFAA and FAFSA completion rates on a monthly basis. Utilize data to academically advise students and parents to optimize potential scholarship award status.	Assist parents and students with further resources and personalized instruction.	Understand the difference between the Florida Financial Aid Application (FFAA) for the Bright Futures Scholarship and the Free Application for Federal Student Aid (FAFSA). Educate the school community on the FFAA and FAFSA requirements and application process.	Does not educate students and families on the importance of understanding and completing the FFAA or FAFSA.
3.5 Use the Naviance program to implement career education planning activities related to student strengths inventories, college/career goals, scholarship and admissions applications, lessons to develop skills related to college/career success.			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1

Use the Naviance program to conduct and analyze strengths, set and monitor college/career goals, apply for scholarships and college admission, complete lessons to develop postsecondary plans.	Used Naviance to develop two or more categories of college/career readiness, but did not participate in each of the Naviance categories.	Minimally used the Naviance program to develop college/career readiness.	Do not use the Naviance program to develop college/career readiness.
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<b>Data Collection Plan: High School Counselors and BRACE Advisors</b>			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
1. Participants' Reactions	PDMS Feedback Form	1x/workshop	PD Providers
2. Participants' Learning	Embedded assessments and check-ins during workshops	1x/year	PD Providers
3. Organizational Supports	Principal participation in information session	1x/year	Attendance at principal information sessions
4. Participants' Practice	Demonstrated competency for relevant component of the ASCA model on Annual School Counseling Plan	1x/year	Signed by Principal Verified by District
5. Student Outcomes	Annual Customer Survey Personalized Academic and Naviance Logins College Admissions Tests Grade Promotion High School Graduation Rate Broward Graduation Survey	1x/year	Collected by District, analyzed by Counseling

## Evaluation Plan

<b>Level 1. Participant Reactions</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
School Counselors/BRACE Advisors	Attendance and Feedback forms from PD Management System	Summary of Attendance and of Feedback Forms from PDMS
<b>Level 2. Participant Learning</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
School Counselors/BRACE Advisors	Embedded assessments and check-ins during workshops	Reflection on feedback from workshops
<b>Level 3. Organizational Supports</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
School Counselors/BRACE Advisors	Principal Participation in Information Session	Feedback from Counselors, Principals
<b>Level 4. Participants' Use of New Knowledge and Skills</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
School Counselors/BRACE Advisors	Demonstrated competency for relevant component of the ASCA model Personalized Academic Logins Naviance Logins Career (PAC) Plans	Annual School Counseling Plan
<b>Level 5. Student Learning Outcomes</b>		
<u>Level of Impact</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Elementary School Counselors	Annual Customer Survey Grade Promotion (grades 3 – 5)	Annual Customer Survey Grade Promotion (grades 3 – 5)
Middle School Counselors	Annual Customer Survey Grade Promotion (grades 6 – 8)	Annual Customer Survey Personalized Academic Logins Naviance Logins Career (PAC) Plans Grade Promotion (grades 6 – 8)
High School Counselors/BRACE Advisors	Personalized Academic Logins Naviance Logins College Admissions Tests	Annual Customer Survey Grade Promotion High School Graduation Rate Senior Survey, IHE Admissions