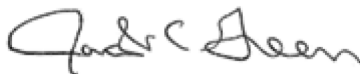




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

COMPREHENSIVE SCHOOL COUNSELING PROGRAM (CSCP)	Section	Programs and Services
	Number	4.15
	Effective Date	01-30-16
	Revision Date	03-30-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

To establish procedures for juveniles in Diversion and Transition programs for a Comprehensive School Counseling Program (CSCP), which aligns with the Title 126, Legislative Rule, Board of Education, Series 67, Policy 2315 and supports personalized student planning which includes assisting students in acquiring the knowledge, skills, and resources needed to become effective students, responsible citizens, productive workers and lifelong learners.

2.0 APPLICABILITY:

As an integral part of its education program, each school within WV Schools of Diversion and Transition (WVSDT) will deliver a Comprehensive School Counseling Program, Personalized Education Plans (PEP) and services responsive to individual needs that are developmentally appropriate and in line With the West Virginia Student Success Standards (WVSSS) as outlined in Policy 2315. Staff assignments will be made to ensure these program elements are carried out. The district office will, through a CSCP committee, coordinate and articulate these services between schools and with other community resources.

3.0 POLICY STATEMENT:

WVSDT has adopted a Comprehensive School Counseling Program format that is aligned with the WVDE school counseling goals and objectives effective July 1, 2014. WVSDT, while unable to issue high school diplomas, will work with counties to obtain diplomas for students through memorandums of understanding and collaborative support with school districts, administrators, counselors and transition specialists to assure every student's education is personalized and effective in helping students become career and college ready.

4.0 DEFINITIONS:

A Comprehensive School Counseling Program, (CSCP), supports Personalized Educational Plans (PEPs) and includes assisting students in acquiring the knowledge, skills, and resources needed to become effective students, responsible citizens, productive workers and lifelong learners.

5.0 PROCEDURES

- 5.1** WVSDT will use as a guide, the WVSSS to support the school level CSCP to provide students support to be college-and-career-ready through an integrated, embedded process involving staff as appropriate at each programmatic level. Developmental objectives will be provided in the three programmatic levels: Early Learning, Middle Level, and Adolescent Level Programming.
- 5.2** Delivery Components of the Comprehensive School Counseling Program. 126-67-5. (5.1)
 - 5.2.1 Personalized Student Planning. The WVSDT CSCP committee will work collaboratively with counselors and administrators to ensure that a process is developed to ensure each student has the opportunity to develop and continually update a Personalized Education Plan (PEP).
 - 5.2.2 The PEP plan will be developed at the school level, collaboratively, involving students, parents/guardians and school staff and modeling Policy 2315 (5.1).
 - 5.2.3 School teams will work to deliver WV Student Success Standards as described in WVSSS.
 - 5.2.4 Responsive Services. Each school will complete an evaluation of school climate, and provide preventative activities and programs as identified for students in each school. The school counselor will collaborate within their schools and with their unique stakeholders to create a school-wide, prevention-based approach to individual and school crises and a crisis plan will be in place that effectively utilizes the support and cooperation/collaboration of host agency/Department of Corrections staff.
 - 5.2.5 Each school will provide student supports within the school aimed at supporting the success of all students. The school counselor will collaborate with stakeholders to ensure school-wide coordination of the CSCP and other student support programs. Students may seek support to address their unique academic, career and personal-social needs.
- 5.3** Counselor Qualifications, Use of Time and Program Monitoring. 126-67-6 (6.1-6.3)
 - 5.3.1 School Counselors in WVSDT will meet the qualifications defined in W. Va. 126CSR126, Policy 5202.
 - 5.3.2 School counselors will spend their time planning, designing, managing, facilitating, and evaluating the comprehensive school counseling program that best benefits all students at the individual, unique, WVSDT school setting of either DHHR/Residential treatment or DJS facilities and in accordance with the WV School Counseling Model as applicable to each school setting.
 - 5.3.3 The CSCP will be monitored by the WVSDT administrative district and each school's principal will be responsible for evaluating the school counselor in accordance with WVDE Policy 5310.
- 5.4** Responsibility
 - 5.4.1 126-67-7 (7.1-7.3)
 - 5.4.2 WVSDT will ensure professional development is available for school counselors. Additionally, WVSDT will support and promote internal staff development by utilizing the expertise of its own professional staff as well as provide opportunities for staff development through WVDE supported trainings.
 - 5.4.3 WVSDT will use the currently adopted audit template and model as published on the WVDE website.
 - 5.4.4 WVSDT will submit a CSCP policy to WVDE for approval and all subsequent revisions, if necessary, will be submitted by the yearly deadline of October 1st.

5.5 Incorporation by Reference/Summary of WV Student Success Standards 126-67-8 and 126-67-9 (8.1 and 9.1)

6.0 AUTHORITY:

State Board of Education Policy 2315: *Comprehensive School Counseling Program*.