

# PPS COMPREHENSIVE GUIDANCE AND COUNSELING PROGRAM AUDIT

School: \_\_\_\_\_

Principal: \_\_\_\_\_

**Scoring Key:**

**4 = Fully implemented for all students. Staff is aware of requirements. School-wide strategies are in place.**

**3 = Implementation is underway. Many students progressing in competency areas. Most staff is aware of requirements. School-wide strategies are developing.**

**2 = Implementation is minimal. Some students have had some exposure. Some staff is aware of requirements. School-wide strategies have not been developed.**

**1 = Implementation has not occurred. Staff and students awareness is minimal.**

**If not fully implemented, please use the comments section to describe challenges, issues, and/or concerns that have prevented your school from moving the work forward.**

**Academic Goal #1: Each student will take responsibility for learning by acquiring and applying school success skills to include time management, organization, seeking help and monitoring academic progress in order to complete high school with a wide range of post secondary options.**

<b>Competency</b>	<b>Comments</b>	<b>Score</b>	<b>K-5</b>	<b>Score</b>	<b>6-8</b>	<b>Score</b>	<b>9-12</b>
<b>Each student will acquire organization and time management skills</b>			Follows directions, has and maintains materials, is on time, adheres to classroom organizational systems. Organizes school materials.  (Assessment: Teacher observation, satisfactory grades, work completion records, meets or exceeds 95% attendance.)		Comes to school with required materials. Is on time. Organizes and uses binder. Maintains an assignment planner. Has established learning routine for out of class work.  (Assessment: Teacher observation, work completion records, satisfactory grades (A, B or C or standards based 3 or above). Meets or exceeds 95% attendance.)		Able to make punctual class transitions. Effectively uses time management skills to prioritize and manage complex academic tasks and competing time demands. Able to balance class work, homework and extracurricular work and activities for academic success.  (Assessment: Consistent satisfactory grades (A, B, or C) for the school year. Meets or exceeds 95% attendance.)

**Academic Goal #1, page 2**

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<b>Each student will seek help as needed</b>			Knows who to ask for help. Knows how and when to ask for help.  (Assessment: Staff and teacher report.)		Practices seeking and obtaining appropriate support and resources to achieve academic goals.  (Assessment: Initial Personal Education Plan. Satisfactory [A, B, or C or standards based 3 or above] grades.)		Advocates for self by accessing assistance from a variety of resources. Demonstrates persistence in acquiring needed information or service.  (Assessment: Graduation. Completed Personal Education Plan. Designated post HS option.)
<b>Each student will monitor his/her academic progress</b>			Completes short-term projects and achieves long-term goals.  (Assessment: Observation, classroom records, student logs, parent-teacher communication. Meets or exceeds standards in core subjects. Student Lead conferences.)		Sets short term goals to achieve yearly educational goals. Begins Personal Education Plan.  (Assessment: Written goal sheets. Personal Education Plan. Grade reports. Meets or exceeds standards in core subjects.)		Understands credits, graduation and post high school requirements. Can read and understand a transcript. Completes Personal Education Plan.  (Assessment: Transcript review, grade reports, graduates OUS ready, Completed Personal Education Plan.)

**Academic Goal #2: Each student will develop an awareness of personal abilities, interests and skills in order to develop an academic plan and career goals.**

Competency	Comments	Score	K-5	Score	6-8	Score	9-12
<p><b>Each student will set and achieve goals</b></p>			<p>Understands short-term goals can be set to achieve long-range goals. Is able to set, achieve, maintain and revise goals. Participates in classroom academic and personal planning process.</p> <p>(Assessment: Observation, classroom records, student logs, parent communication. Meets or exceeds standards in core subjects.)</p>		<p>Identifies school subjects that help develop skills, knowledge and training needed for educational goals and work competencies. Completes skill and interest inventories.</p> <p>(Assessment: Course selection plan. Personal Education Plan at appropriate grade levels. Meets or exceeds standards in core subjects.)</p>		<p>Knows learning style. Utilizes skill and interest inventories. Correlates high school courses with graduation and post high school plan. Explores post secondary options to include college and career search. Utilizes knowledge of financial aid process.</p> <p>(Assessment: Personal Education Plan. Portfolio review. Transcript. Completion of career education activities. College, scholarship and financial aid applications. Graduation.)</p>

**Career Goal #1: Each student will develop an awareness of personal abilities, interests and skills in order to develop an academic and a post high school plan.**

<b>Competency</b>	<b>Comments</b>	<b>Score</b>	<b>K-5</b>	<b>Score</b>	<b>6-8</b>	<b>Score</b>	<b>9-12</b>
<p><b>Each student will develop an educational and post HS plan based on personal skills and interests</b></p>			<p>Understands that abilities, interests and skills are connected to vocation and avocation choices.</p> <p>(Assessment: Personal reflection, teacher observation, parent and student conferences, student self-assessment.)</p>		<p>Identifies personal skills, interests and values and uses that knowledge to explore and build a four year high school academic plan. Knows grad requirements.</p> <p>(Assessment: Explored and completed pathway skill and interest inventories, 4 year HS plan included in Personal Education Plan that meets graduation requirements. Student self-assessment.)</p>		<p>Identifies a post HS plan. Matches career plan and pathway choice to personal strengths and interests. High school courses match required career and college preparation. Able to write appropriate resume and obtain letters of recommendation.</p> <p>(Assessment: Completed Personal Education Plan. Transcript, resume, letters of recommendation.)</p>

**Career Goal #2: Each student will understand the importance of responsibility, dependability, punctuality, integrity, organization and effort in school as preparation for the workplace.**

Competency	Comments	Score	K-5	Score	6-8	Score	9-12
<p><b>Each student will practice responsible school behaviors in preparation for workplace success</b></p>			<p>Has materials, follows teacher’s directions, maintains assignment calendar, completes and turns in homework. Maintains materials in desk and/or notebook in organized manner. Regular and punctual attendance.</p> <p>(Assessment: Teacher, counselor records. Homework completion records. Teacher, parent and counselor observation. Attendance and discipline records.)</p>		<p>Completes assigned tasks. Organizes and manages assignments and projects. Takes responsibility for work quality. Acceptable behavior record. Regular and punctual attendance.</p> <p>(Assessment: Meets or exceeds 95% attendance. One or fewer discipline referrals. Passing grades in classes.)</p>		<p>Turns in class assignments and homework on time. Able to work in groups and individually. Takes responsibility for work quality. Regular and punctual attendance. Understands and meets school behavioral expectations.</p> <p>(Assessment: Meets or exceeds 95% attendance. Grade reports. Teacher observation. Parent communication.)</p>

**Personal/Social Goal #1: Each student will develop an awareness of personal strengths and skills to support a positive self-concept and future success.**

Competency	Comments	Score	K-5	Score	6-8	Score	9-12
<p><b>Each student will acquire, understand and use personal strengths and skills for goal setting and future planning</b></p>			<p>Identifies personal strengths and interests to develop a positive view of his/her future. Demonstrates and uses appropriate decision making skills.</p> <p>(Assessment: Student self assessment and inventories, discipline records. Parent, staff, teacher, counselor observation.)</p>		<p>Identifies personal and social competencies. Accurately assesses risky behaviors and their consequences. Identifies and accesses resources for assistance with personal problems. Overcomes barriers to achieving personal goals.</p> <p>(Assessment: Surveys, inventories. Discipline data. Parent, staff, teacher, counselor observation.)</p>		<p>Students report a sense of purpose and a positive view of personal future. Awareness of personal competencies. Awareness of consequences for actions. Overcomes barriers to achieve personal goals.</p> <p>(Assessment: Parent, staff, teacher, counselor observation. Discipline data, Post HS plan, surveys and inventories.)</p>

**Personal/Social Goal #2: Each student will recognize, respect and appreciate individual differences. Each student will use effective communication, problem solving and decision making skills.**

Competency	Comments	Score	K-5	Score	6-8	Score	9-12
<p><b>Each student will acquire communication, problem-solving and decision making skills to understand and respect individual differences</b></p>			<p>Shows appreciation for contribution of others. Is able to communicate and work well with diverse groups and individuals. Uses systematic problem solving strategies effectively. Shows respect for peers.</p> <p>(Assessment: Parent, teacher, counselor and staff observation in classroom, playground and small group. Discipline referrals. Parent and student feedback.)</p>		<p>Understands and uses active listening skills. Shows respect for peers and adults from diverse groups. Uses systematic problem-solving strategies effectively.</p> <p>(Assessment: Discipline referrals. Parent, teacher, counselor and staff observation and feedback. Student feedback.)</p>		<p>Respects peers, teachers and school community. Relates well with others. Uses problem solving skills to resolve conflict.</p> <p>(Assessment: Behavior/discipline data. Teacher, parent, counselor and staff observation. Parent communication.)</p>

**Community Involvement Goal: Each student will acquire the skills, knowledge and attitudes that prepare him/her to be a contributing member and citizen.**

Competency	Comments	Score	K-5	Score	6-8	Score	9-12
<p><b>Each student will strive to become a contributing citizen</b></p>			<p>Students will be able to cooperate and participate individually or in a group to address a classroom, school or community need.</p> <p>(Assessment: Parent, teacher, counselor and staff observation in classroom, playground and small group.)</p>		<p>Students will participate in one or more activities that contribute to their school or greater community needs.</p> <p>(Assessment: Parent, teacher, counselor and staff observation in classroom, playground and small group. Student feedback. Personal Education Plan.)</p>		<p>Students will identify access and participate in varied community service opportunities.</p> <p>(Assessment: Personal Education Plan. Portfolio review. Teacher, parent, counselor and staff observation. Student feedback.)</p>

**Additional Comments:**