



OKLAHOMA COMPREHENSIVE SCHOOL COUNSELING FRAMEWORK

SUGGESTED IMPLEMENTATION CALENDAR (YEAR TWO)

DESCRIPTION

This document is to help schools and districts implement the Oklahoma Comprehensive School Counseling Framework. This is meant to be a step-by-step guide after completing the Year One Implementation Calendar.

Note: To the extent possible, any new school counselors should be encouraged to complete the Year One Implementation Calendar first.

Additionally, the OSDE Connect Course can aid in implementation.

AUG

SUGGESTED TRAINING VIDEO

- Data in Comprehensive School Counseling Programs

SUGGESTED ACTIVITY

- Complete School Data Summary
 - See pages 38-45 in the OKCSCF

CONTINUED FROM YEAR ONE

- Complete Program Audit
- Update and publish weekly calendar (one per school counselor)
- Update and publish annual calendar (one per school)
- Finalize Beliefs, Mission Statement and Vision Statement

SEP

SUGGESTED TRAINING VIDEO

- Annual Student Outcome Goals

SUGGESTED ACTIVITY

- Complete Annual Student Outcome Plan
 - See pages 46-47 in the OKCSCF

CONTINUED FROM YEAR ONE

- Track time using the Use-of-Time Calculator by October
 - Compare to Use-of-Time Data from the previous year. Share the results with administrators.
- Complete the Annual Administrative Conference by October

OCT

SUGGESTED TRAINING VIDEO

- The Advisory Council in Comprehensive School Counseling Programs

SUGGESTED ACTIVITY

- Complete Advisory Council Planning Worksheet
- Begin working on the Advisory Council Agenda
- *Note: You will use the Advisory Council Minutes Template to take notes during the meeting*
 - See pages 71-72 in the OKCSCF



OKLAHOMA COMPREHENSIVE SCHOOL COUNSELING FRAMEWORK

SUGGESTED IMPLEMENTATION CALENDAR (YEAR TWO)

NOV

SUGGESTED TRAINING VIDEOS

- [School Counseling Student Standards](#)
- [Classroom and Group Action Plan](#)

SUGGESTED ACTIVITY

- Spend some time reading through the [Student Standards](#) gaining familiarity with the layout and how to use them
- Complete the [Classroom and Group Action Plan](#) (*This document is meant to be a working document--continue to add to it throughout the year!*)
 - See page 47 in the [OKCSCF](#)

DEC

SUGGESTED TRAINING VIDEO

- [Closing-the-Gap Action Plan and Results Reports](#)

SUGGESTED ACTIVITY

- Complete the [Closing-the-Gap Action Plan and Results Report](#)
 - See page 48 in the [OKCSCF](#)

CONTINUED FROM YEAR ONE

- Create (at least) one classroom lesson or (at least) one small group lesson that is included on your [Closing-the-Gap Action Plan](#) or your [Classroom and Group Action Plan](#) using the [lesson plan template](#)

JAN

SUGGESTED TRAINING VIDEO

- [Results Reports](#)

SUGGESTED ACTIVITY

- Finalize the [Closing-the-Gap Action Plan and Results Report](#)
- Complete the [Classroom and Group Results Report](#)
- *Note: You do not have to complete the Classroom and Group Results Report for every classroom lesson and every small group that you implement.*
 - See page 109 in the [OKCSCF](#)

FEB

SUGGESTED TRAINING VIDEOS

- [School Counseling Ethical Standards](#)
- [School Counseling Ethical Standards \(Update\)](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: How do you use the [Ethical Standards](#)?
 - See page 33 in the [OKCSCF](#)



OKLAHOMA COMPREHENSIVE SCHOOL COUNSELING FRAMEWORK

SUGGESTED IMPLEMENTATION CALENDAR (YEAR TWO)

MAR

SUGGESTED TRAINING VIDEO

- [Tier Two Interventions](#)

SUGGESTED ACTIVITY

- Group Discussion and Reflection: How do school counselors fit into MTSS? What does this look like at your school? Who do you collaborate with in your school setting to create a multi-tiered system?
- Complete the [MTSS and School Counseling Alignment](#) tool (*You can use this [example](#) to assist*)
 - See pages 94-95 and 113-115 in the [OKCSCE](#)

APR

SUGGESTED TRAINING VIDEOS

- [School Counselor Professional Standards & Competencies](#)
- [School Counselor Professional Standards & Competencies Assessment](#)

SUGGESTED ACTIVITY

- Review [Standards & Competencies](#)
- Complete the [Professional Standards & Competencies Assessment](#)
 - See pages 110-111 in the [OKCSCE](#)

MAY

SUGGESTED TRAINING VIDEO

- [School Counselor Performance Appraisal](#)

SUGGESTED ACTIVITY

- Discuss the possibility of using [the School Counselor Performance Appraisal](#) with your evaluator
- Complete the [School Counseling Program Assessment](#) and discuss strengths and areas to focus on next year
 - See page 112 in the [OKCSCE](#)

RESOURCES

- [Oklahoma Comprehensive School Counseling Framework](#)
- [Oklahoma Comprehensive School Counseling Framework Resources Hub](#) (includes links to all templates in PDF and other helpful resources)
- [All templates are also available in Word documents](#) (these should be used for any school applying for RAMP)
- [OSDE Connect Course](#) for the Oklahoma Comprehensive School Counseling Framework (asynchronous training platform)
- [Additional Pre-Recorded Webinars](#)