**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District Counseling Program Manual (adapt this to meet your school counseling program needs)**

**1. School Board Policy (The district policy that supports the implementation of a comprehensive school counseling program)**

**2. Program Goals (Developed from District CSIP Plan, surveys, or other school data)**  List program goals and school goals related to attendance, achievement and behavior.

**3. Confidentiality Statement (ASCA Statement or others)**

**4. Program Content Areas (Describe the three content areas)**

Social/Emotional Development

Academic Development

Career Development

**5. Structural Components of the Program (** Brief description of how you handle these activities below)

* Program Mission & Vision (provide school counseling program Mission and Vision Statement- district or building)
* School Counseling Program Facilities (Brief description of facilities)
* Advisory Council (Brief description and positions)
* School Counseling Resources (Brief description)
* Staffing Patterns (Number of school counseling staff and levels)
* Budget (Brief description for supplies, PD and other budget)

**6. Program Components (**Brief description each component in your school and how they are handled)

* School Counseling Curriculum
* Individual Student Planning
* Responsive Services
* System Support

**7. Resources (Brief Description of each for your school)**

* + Ethical Standards (description and link to ASCA ethical standards)
  + List other resources that support your program