

Ponca City Public Schools Comprehensive School Counseling Framework

A structured, evidence-based foundation for delivering consistent, equitable, and effective school counseling services to every student — aligned with Oklahoma Administrative Code 210:35-3-106 and designed to support academic achievement, college readiness, career exploration, and personal wellness.

OKLAHOMA COMPREHENSIVE SCHOOL COUNSELING



Oklahoma-Level Beliefs, Vision & Mission

The Oklahoma Comprehensive School Counseling Framework sets the statewide foundation upon which all local programs — including Ponca City's — are built.

Core Beliefs

Every student can learn and succeed. Every student deserves access to a high-quality education, a path to postsecondary readiness, and a comprehensive school counseling program. School counselors are leaders at the school, district, state, and national level.

Statewide Vision

Every school in Oklahoma implements a comprehensive counseling program where **100% of counselor time** is devoted to student academic success, personal growth, and college and career readiness — preparing lifelong learners for PK–12 and beyond.

Statewide Mission

Provide evidence-based resources to equip counselors to partner with students, families, educators, communities, and business and industry — creating safe, nurturing, academically focused environments for all students in the 21st century.

Ponca City's Vision, Mission & Core Beliefs

Vision

Every student empowered to achieve academic success, develop strong character and resilience, and graduate prepared for college, career, and life — supported, valued, and equipped to reach their full potential.

Mission

Provide intentional, student-centered services that promote academic, career, and personal success for all students through equitable access, proactive support, and collaboration.

District Belief Statements

1. Every student has value, potential, and the ability to succeed.
2. Every student deserves equitable access to high-quality educational opportunities and comprehensive support services.
3. School counselors are essential leaders, advocates, and collaborators within the educational system.
4. Comprehensive school counseling programs must be proactive, data-informed, and student-centered.



Component #1 — Define: Who We Are & What We Do

Ponca City school counselors are certified educators with a minimum of a master's degree, uniquely prepared to address the academic, career, and personal development of all students through student-centered, data-informed services.



Student Standards

Define expected outcomes for student growth — including the knowledge, attitudes, and skills students need to succeed academically, professionally, and personally.



Professional Standards

Define the role and responsibilities of school counselors across four pillars: Student-Centered Support, Collaboration and Leadership, Data-Informed Practice, and Professionalism and Ethical Practice.



Program Design

Standards serve as the foundation for designing, delivering, and evaluating school counseling services that meet the varying developmental needs of all learners across PK–12.

Component #2 — Manage: Use of Time & Calendars

Ponca City Public Schools is committed to protecting counselor time so that at least **80% of each counselor's work** is dedicated to direct and indirect student services. Administration and counselors meet at least annually to set goals based on current data.

Time Allocation Model



Direct Services

Classroom lessons, individual counseling, small groups

Indirect Services

Consultation, referrals, family collaboration, MTSS



Program Planning

Data analysis, resource development, professional development



School Support

Committee participation, fair share responsibilities, 504s

Calendars & Transparency

Counselors develop and maintain an **annual calendar** of counseling activities – including classroom lessons, small groups, college and career events, and family engagement opportunities.

Calendars are shared via school websites, social media, email, and printed displays to ensure broad access. Student names and personally identifiable information are never included to protect confidentiality.

Implementation Strategies

- Regular use-of-time reviews and counselor time-tracking
- Clearly defined protocols to minimize non-counseling duties
- Data-informed MTSS processes to prioritize student needs efficiently

Component #2 — Data-Driven Decision Making

Comprehensive school counseling at Ponca City is guided by multiple data streams to ensure services are responsive, equitable, and effective for all students.

Academic Data

Report cards, GPA, test scores, course enrollment patterns

Behavior & Attendance

Discipline records, absenteeism rates, tardiness trends

Postsecondary Readiness

ICAP completion, FAFSA rates, graduation rates, college/career enrollment

Perception Data

Student, staff, and family surveys; needs assessments

Program Data

Counseling referrals, small group participation, lesson delivery tracking

Demographic Trends

Enrollment patterns, subgroup performance, and access equity

- ❑ District goals follow a **three-year planning cycle**: Year 1 — Set goals & begin implementation | Year 2 — Monitor progress & adjust | Year 3 — Evaluate outcomes & inform the next plan.

Component #3 — Deliver: Areas of Impact & Strategies

Ponca City school counselors deliver intentional services across three interconnected domains, ensuring whole-student support from elementary through high school.



Academic Development

Support student achievement through academic planning, study skills instruction, executive functioning groups, check-in/check-out, progress monitoring, and attendance interventions. Individual success conferences connect each student to a personalized path.



College & Career Readiness

Prepare students for postsecondary success through ICAP development, graduation planning, career fairs, college visits, CareerTech exploration, and FAFSA and financial aid awareness. Targeted outreach increases access to advanced coursework.



Life Skills & Wellness

Promote social/emotional growth through SEL classroom lessons, small groups on coping skills, friendship, grief, anxiety, and self-regulation, bullying prevention, personal safety, solution-focused individual counseling, and community mental health referrals.

Component #3 — Deliver: Service Delivery Model

Direct Services

Activities coordinated or delivered by a certified school counselor, intentionally designed to support long-term positive student outcomes:

- **Classroom Instruction**
Lessons promoting academic success, college and career readiness, and social/emotional development
- **Individual Student Planning**
Helping students identify strengths, goals, and develop academic and postsecondary plans
- **Small Group Counseling**
Targeted groups addressing academic skills, attendance, social skills, emotional regulation, and career exploration
- **Individual Counseling**
Brief, solution-focused support for academic, behavioral, social/emotional, or transitional challenges

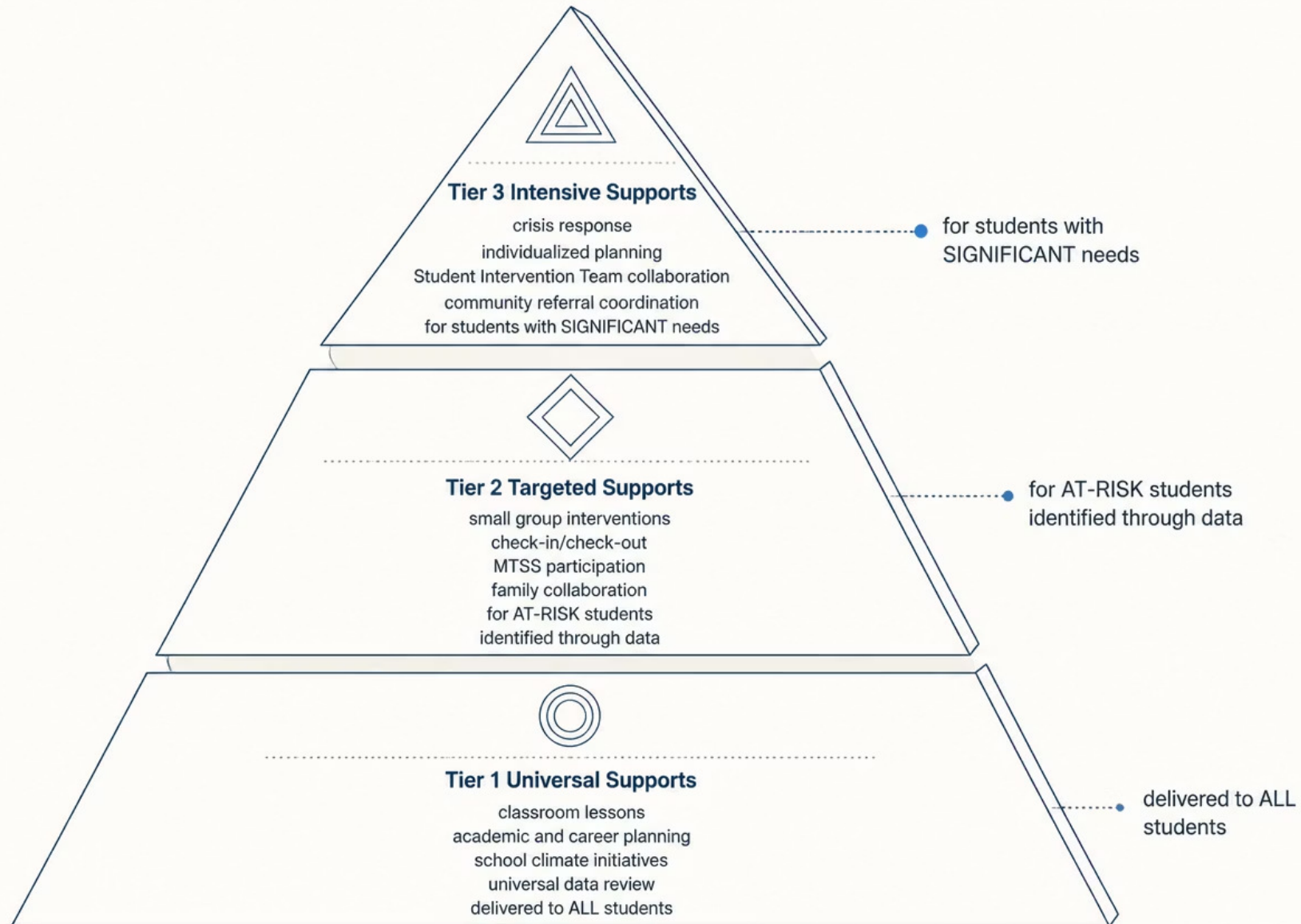
Indirect Services

Activities that support student success through collaboration, consultation, and community connection:

- **Family & Staff Consultation**
Collaborating with parents, teachers, and administrators to address student needs and improve outcomes
- **MTSS Collaboration**
Participating in intervention and problem-solving teams to identify barriers and develop student supports
- **Community Referrals**
Connecting students and families with mental health, health care, social services, and postsecondary support agencies
- **Agency Partnerships**
Working with higher education, CareerTech, tribal partners, and community organizations to expand student opportunities

Component #4 — Assess: MTSS & Tiered Supports

Ponca City school counselors are active participants in the Multi-Tiered System of Supports (MTSS), delivering services across all three tiers to meet every student where they are.



The pyramid model ensures resources are allocated efficiently — universal prevention for all, targeted intervention for some, and intensive individualized support for students with the greatest needs.

Roles, Responsibilities & Continuous Improvement

Effective implementation of Ponca City's Comprehensive School Counseling Program requires shared commitment across every level of the organization.

01	02	03
Board of Education	Superintendent	Building Principals
Adopt and support the program; ensure alignment with district goals and state requirements; review outcomes and continuous improvement efforts.	Provide district-wide leadership; ensure adequate staffing, resources, and professional development; monitor effectiveness and compliance.	Support site-level implementation; protect counselor time to maintain the 80/20 model; collaborate on goals, data review, and student needs.
04	05	
School Counselors	Teachers	
Deliver comprehensive services aligned with district goals and Oklahoma standards; use data to identify needs, implement interventions, and evaluate outcomes; coordinate 504 services.	Foster safe, inclusive learning environments; collaborate with counselors to identify and refer students; reinforce academic, career, and life skills through daily instruction.	

- ❏ Program effectiveness is assessed annually using the **Oklahoma OSDE School Counseling Program Assessment**, use-of-time reviews, and student outcome data — with strategies adjusted each cycle to ensure continuous improvement.