CBA Scope and Sequence
Instructions

Purpose of CBA Scope and Sequence Template

A CBA Scope and Sequence serves multiple purposes, including the following:

− Identifies the core CBA school counseling curriculum activities. The word "core" is used to signify those activities that are intended for delivery to all students because of their importance in helping students achieve the CBA Student Standards.

− Organizes the activity titles by grades and the months in which they are delivered. This provides a detailed schedule for delivering the curriculum and enables school counselors to ensure that the core curriculum is being delivered according to schedule.

− Demonstrates that the CBA school counseling curriculum is a comprehensive programmatic approach that delivers quality learning opportunities to help students achieve the CBA Student Standards. It demonstrates the type of contribution the school counseling program makes to the academic success and social-emotional development of all students.

Template Headers

Two versions of a scope and sequence template are provided, depending on whether you need to reflect a three (e.g., K-2, 3-5, 6-8) or four (e.g., 9-12) grade span for the primary, upper elementary, middle or high school grade spans. There are other ways of organizing and labeling grade configurations. In these instances, feel free to modify the number of grade columns in the template to meet your needs.

The header row designations consist of the Month (left column) and Grades (remaining columns. The templates both contain the Month designation and the word Grade. You will fill in the appropriate Grade designations. Here are xamples of how your header row will look at the various levels:

Primary Grades

Month	Grade K	Grade 1	Grade 2

Upper Elementary Grades

Month	Grade 4	Grade 4	Grade 5

Middle School Grades

Month6	Grade 6	Grade 7	Grade 8

High School Grades

Month	Grade 9	Grade 10	Grade 11	Grade 12

The template contains 12 rows, once for each month beginning in July and ending in June (a typical school year).

> # Step-by-Step Directions for Completing the Template

#	Action Steps	Description
1	Download instructions and template	– Create a "Scope and Sequence" folder on your hard drive. – Download the "CBA Scope and Sequence" instructions and templates from the *CBA Website*. – Review the instructions and templates.
2	Enter the titles for your core activities	– Using the results of the "Brain Dump," sort the curriculum table using the "Educational Level" and/or "Grade" columns as your filters. – Use the activities listed for your particular level (primary, upper elementary, middle, high) as the master list of activities to be inserted into your scope and sequence template. – Decide in what grade(s) and months each activity will be delivered and enter the title of the activity in the appropriate cells. Remember that some activities may be offered in multiple grades and months. Enter the name in all cells where it will be delivered. – Enter all activity titles for a particular grade/month in a single cell. For multiple titles, enter the activity name, hit Enter and type the next title, and so on. The height of the row will expand as you type. Rows are set to <u>not</u> split across pages. This means that the entire row will move to the top of the next page if it goes beyond the end of the page in which you are typing.

#	Action Steps	Description
3	Review your completed scope and sequence	– Review your completed document to ensure that it contains all your CBA core curriculum activities. – Note: The scope and sequence ultimately will include all curriculum activities that are delivered. However, you may wish to produce a version that uses the templates to include only the core curriculum activities (ones that are delivered to all students) and simply provide a list of other activities, organized by grade, that are offered to complement the core curriculum.
4	Make the scope and sequence available	– The scope and sequence provides a delivery schedule for the core curriculum. Distribute the document (e.g., electronically, print) to those who need it to organize their time and efforts in delivering CBA curriculum activities. – The scope and sequence should always accompany documented CBA curriculum activities that have been assembled to demonstrate the programmatic approach of a CBA.
5	Use the scope and sequence to monitor delivery of the curriculum	– Because, at minimum, the scope and sequence consists of all core activities that are to be delivered to all students, it can be used to monitor the extent to which all core activities are being delivered.
6	Update the scope and sequence annually	– Data should be gathered and analyzed to determine current and emerging student needs. Also, the impact of delivering the core curriculum should be assessed annually. The scope and sequence should be updated annually, when necessary, to reflect evaluation results and changing needs.

A scope and sequence is critical to the successful organization and delivery of the school counseling curriculum. It is recommended that you use the grade/month templates because it requires you to think about the most effective sequence in delivering the activities. Some have found it more useful to organize their activities by grading periods (e.g., quarters) rather than the detailed method of specifying what activities will be delivered each month.

Even if you do not develop a scope and sequence ahead of time to guide your delivery, you should at least use the grade/month template to record the curriculum activities you actually have delivered. This will provide accurate insights regarding the role of curriculum in your school counseling program and the extent to which it is used.