

Fulton County Schools 2014-2015 Comprehensive School Counseling Department Action Plan

School Counselor (s) Aundrea Hammock School Oak Knoll Elementary and C.H. Gullatt Elementary

I. Program Foundation and Delivery

Annual School Counseling Program Assessment completed (ASCA National Model p. 59)? Yes No

School Counseling Program Mission Statement

The mission of the counseling department is to ensure that all children feel safe, respected, and supported in a learning environment that focuses on enhancing students' academic, personal/social, and career development. The school counseling department, along with parents, staff, and community support, will take an active role in developing lifelong learners.

School Counseling Program Vision Statement

The vision of the counseling program is for all students to reach their full potential by receiving the guidance and support needed to become productive college and career-ready citizens in our society. The Professional School Counselor will foster an open and encouraging environment that will help students meet their academic potential.

Belief statements:

It is our belief that every child can achieve success in school with the appropriate guidance and support.

Personal and social issues greatly impact our students' achievement and development; therefore, these concerns must be adequately addressed in order to help students reach their maximum potential.

Children are our most valuable assets and must be nurtured, respected, and cultivated in a safe learning environment.

School Counseling Program Goals and Action Plans

****In the section below enter your program goals (2 to 3 total) and provide the comprehensive action plans for achieving your goals. You will include all lessons, activities, interventions, etc.**

Goal 1: Ensure that 95% of students in grades 1-5 have been exposed to various career options by April 2015.

Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Domain, Standard and Competency	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)
1 - 5	Career Guidance Lessons	Classroom guidance lessons will be conducted for 20-45 minutes depending on grade level	AD and CD Domains A:B2.7, A:C1.3 A:C1.5, A:C16, C:A1.2, C:A1.3, C:A2.3, C:A2.4, C:A2.7, C:A2.8, C:B1.2, C:B1.4,, C:B1.5, C:B1.6, C:B1.7, C:B2.1	CCRPI Career Awareness Lessons and Activities from the GADOE website	December 2014 - April 2015	95% of students in grades 1-5	Check for understanding on the various career clusters, post-surveys	Number of students who participate in the Career Awareness Lessons.
K-5	Annual Career Day	All classrooms in grades K - 5	AD and CD Domains A:C1.3, A:C1.4, A:C15, A:C1.6, C:A1.2, C:A2.4, C:A2.7, C:A2.8, C:B1:4	Career Day information via brochures, schedules, letters, flyers, announcements	March 2015 and May 2015	All students in grades K-5	N/A	Number of students who participate in the March 2015 and May 2015 Career Day activities

Goal 2: Coordinate with CST and teachers to deliver the Think First, Stay Safe (Child Lures) curriculum to students in K-5 by May 22, 2015.

Grade Level	Lesson Topic	Lesson Will Be Presented In Which Class/ Subject	ASCA Domain, Standard and Competency	Curriculum and Materials	Projected Start/End	Process Data (Projected number of students affected)	Perception Data (Type of surveys/ assessments to be used)	Outcome Data (Achievement, attendance and/or behavior data to be collected)
K-5	Child Lures Lessons	All classrooms in grades K - 5	P/S Domain PS:A1.6, PS:A1.7, PS:C1.3, PS:C1.4, PS:C1.5, PS:C1.6, PS:C1.7	Think First, Stay Safe Curriculum Kit	November 2014 - May 2015	All students in grades K- 5	Check for understanding on the various lessons, post-surveys	Number of students who participate in the Think First, Stay Safe lessons/activities

School Counseling Annual Calendar

****The annual calendar should contain all school counseling activities that are coordinated and/or delivered by the school counselor(s). This includes, but is not limited to the following: Classroom counseling lessons, small group counseling, individual counseling (list in the year round section), parent nights, open house, student/parent/teacher meetings, standardized test dates, college and career nights, and other evening activities provided through the school/ community.**

Your Comprehensive School Counseling Department Action Plan MUST include the following Fulton School District mandated programs and services and should be listed on your calendar:

- **Bullying Prevention/Intervention Programs and Services (Conflict Resolution)**
- **Career Counseling Programs and Services (include GCIS activities for 6th - 12th); (include Career Pathway Lessons for 1st - 5th)**
- **College and Career Readiness Programs and Services**
- **Transition Plans (includes 5th, 8th and 12th grade students)**
- **Signs of Suicide (MS/HS only)**
- **Think First, Stay Safe (ES only)**

<p>August</p> <ul style="list-style-type: none"> • Counselor's Meeting • Sneak Peek/Open House • SST Tier 3 and Section file reviews with teachers • RTI/SST/Data Team training for teachers • Classroom Guidance Lesson – Getting to Know Your School Counselor 	<p>September</p> <ul style="list-style-type: none"> • CLC Counselor's Meeting • SLC Counselor's Meeting • Section 504 Training • County RTI Module Training • RTI Module staff redelivery • Curriculum Night • Classroom Guidance Lessons: K-2 Tattling vs Telling; 3-5 Study Skills: Being a Good Listener 	<p>October</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-5 Drug, Alcohol, and Bullying Prevention and Awareness • SST Tier 3 Training with ISTs • Red Ribbon Week • Fall Festival • Book Character Parade • School Counseling Advisory Council Meeting 	<p>November</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: Anger Management • Think First, Stay Safe Meeting with CSTs • Teacher training on Think First, Stay Safe • 504 Training • School Counseling Advisory Council Meeting
<p>December</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-5 Career Awareness Lessons • Think First, Stay Safe Implementation for 3 - 5 • Counselor's Meeting • Bullying Awareness and Prevention Workshop for Parents 	<p>January</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-5 Career Awareness Lessons • Career Day Invites • Career Day Volunteers Preparation 	<p>February</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-5 Career Awareness Lessons • Career Day Volunteers Preparation • National School Counseling Week • CLC Counselor's Meeting 	<p>March</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-2 Career Awareness Lessons (make ups) • 3 - 5 Study Skills: Test Taking Tips • Pennies for Patients • Counselor's Meeting • Career Day • March Madness
<p>April</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons: K-5 Career Awareness Lessons (makeups) • Georgia Milestones Testing • Think First, Stay Safe Implementation for K - 2 	<p>May</p> <ul style="list-style-type: none"> • Classroom Guidance Lessons - 5th- Transitioning to Middle School and Combination Lock activity • Rising 6th Grade Orientation Trip • Field Day • Career Day • School Counseling Advisory Council Meetings 	<p>June/July</p> <ul style="list-style-type: none"> • N/A 	<p>Year Round Programming/Services</p> <ul style="list-style-type: none"> • Guidance Planning • Individual Counseling • Small Group Counseling (as needed) • Classroom Guidance Lessons • SST Tier 3 Meetings • Section 504 Meetings • Parent Conferences • Teacher Consultations • Character Education Word of the Month • PTA • Weekly Counseling Corner Newsletters

****The school counseling annual calendar must be published on your counseling program website and/or general school site and should also be shared, print form, in appropriate locations (Counseling office, Career Center, program newsletter, school newsletter, e-mail and provide hard copies to all school administration, etc.).**

I. Management and Accountability

Use of Time, from the ASCA National Model Template which can be accessed online at the following link: <http://www.schoolcounselor.org/school-counselors-members/asca-national-model/asca-national-model-templates>.

I plan to spend the following percentage of my time delivering the components of the school counseling program:

	Planned Time Usage and Previous Year's Data			Recommended
	**Previous school year's data can be obtained from Leslie Billey in the Office of School Counseling.			
Direct Services to Students	2013-2014	of time delivering school counseling core curriculum	Provides developmental curriculum content in a systematic way to all students	80% or more
	4 %			
	2014-2015			
	20 %			
	2013-2014	of time with individual student planning	Assists students in the development of educational, career and personal plans	
	1 %			
2014-2015				
20 %				
2013-2014	of time with responsive services	Addresses the immediate concerns of students		
			21 %	
2014-2015				
20 %				
Indirect Services for Students	2013-2014	of time providing referrals, consultation and collaboration	Interacts with others to provide support for student achievement	
	29 %			

	2014-2015			
	20 %			
Program Planning and School Support	2013-2014	of time with foundation, management and accountability and school support	Includes planning and evaluating the school counseling program and school support activities	10% or less
	23 %			
	2014-2015			
	10 %			
Other/Non Counseling	2013-2014	of time completing non counseling duties	Includes Administrative & clerical duties and SST/504/ EL Coordination	10% or less
	22 %			
	2014-2015			
	10 %			

Advisory Council	
Semester 1 Meeting Date	October 27, 2014 (G); November 5, 2014 (O)
Semester 2 Meeting Date	May 11, 2015 (G); May 20, 2015 (O)

Professional Development Plan

I plan to participate in the following professional development opportunities during 2014 - 2015 (please include all school system meetings, conferences, etc.).

Date:	Event title/description:
August 1, 2014	Counselors' meeting/ training on logs, plans, and updates
September 8, 2014	CLC Counselors' meeting/completing counseling plans, monthly logs
September 12, 2014	RTI module training
September 24, 2014	Section 504 Chair Meeting/Easy 504 training for advanced/intermediate users
September 26, 2014	SLC Counselors' meeting/completing counseling plans, monthly logs

October 9, 2014	SST Tier 3 Chair Training with ISTs
November 4, 2014	Think First, Stay Safe Training with CSTs
November 6, 2014	Section 504 Training
December 5, 2014	Counselors' Meeting/Counseling initiatives
February 20, 2015	SLC Counselors' Meeting/TBD
March 13, 2015	Counselors' Meeting at Emory University

Professional Collaboration and Responsibilities

Group	Day/Time	Coordinator
School Counseling Team Meetings	N/A	N/A
Administration/School Counseling Meetings	N/A (not at the respective schools on the days in which the meetings are held)	N/A
Student Support Team Meetings (RTI, SST, 504)	Every Tuesday (as needed) (G)	Aundrea Hammock/Katrina Wilkins
	Every Wednesday (as needed) (O)	Aundrea Hammock/ Brandi Boyd
Department Chair Meetings	N/A	N/A
School Improvement Team Meetings	N/A	N/A
Other (e.g. School Governance Council, etc.)	N/A	N/A
Leadership Meetings	N/A (not at the respective schools on the days in which the meetings are held)	N/A
All Faculty Meetings	N/A (not at the respective schools on the days in which the meetings are held)	N/A

School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from 8:00 AM to 4:30 PM.

N/A

N/A

The career center will be open from _____ to _____ (if applicable).

Roles and Responsibilities of Other Staff and Volunteers (if applicable)

Head Counselor (HS)/Lead Counselor (MS)	N/A
Registrar	J. Boone (G); L. McCoy (O)
Records Manager	J. Boone (G); L. McCoy (O)
Professional Assistant	N/A
College and Career Center Assistant	N/A
Other Staff	N/A
Volunteers	N/A

District Due Dates:

- **Comprehensive School Counseling Department Plan due to Professional School Counseling Department on Wednesday, September 24th, 2014.**
- **Program Goal 1 & Program Goal 2 update due to Professional School Counseling Department on Friday, December 5th, 2014.**
- **Program Goal 1 & Program Goal 2 results due to Professional School Counseling Department on Thursday, April 30th, 2015.**
- **Comprehensive School Counseling Department Program results due to Professional School Counseling Department and principal on Friday, May 22nd, 2015.**

School Counselor(s) has/have presented the Comprehensive School Counseling Department Action Plan to the principal/counseling supervisor. Principal/Counseling Supervisor has reviewed the plan. Principal/Counseling Supervisor and school counselor(s) has/have discussed, revised (as needed), and agreed to the Comprehensive School Counseling Department Action Plan.

***GA state law, Title 20-2-182, Section 15: 80% of Professional School Counselor time should be spent in Direct/Indirect Student Services.

School Counselor Signature Aundrea Hammock

Principal Signature _____

Date Action Plan was Reviewed and Signed _____

The career center will be open from _____ to _____ (if applicable).

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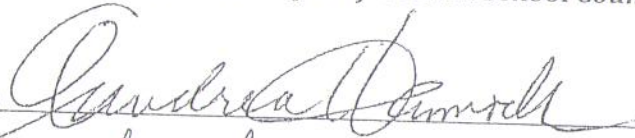
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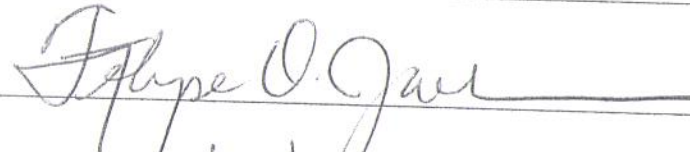
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School Counselor Signature



Principal Signature





Date Action Plan was Reviewed and Signed

9/26/14

10/14/14