Fulton County Schools 2015-2016 Comprehensive School Counseling Department Action Plan

School Counselor (s) ***Chrissy Mingo*** School ***Parklane Elementary School***

I. Program Foundation and Delivery

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

School Counseling Program Mission Statement

Belief Statement:
• All Parklane Elementary students have the ability to be successful.
• Through evaluative use of data, school counselors have the responsibility to ethically:
  ○ **Support** students' with their academic, career and personal and social development
  ○ **Empower** children to be self-sufficient, self-aware and to value themselves as contributing members of our society
  ○ **Teach** children the skills necessary to reach their fullest intellectual and social potential.
 	
Mission:
Parklane Elementary School Counselor will provide a comprehensive guidance counseling program in a safe in nurturing environment that focuses on the academic, career and social development of all students. Through support and encouragement, the counselor will inspire and teach students the skills necessary to prepare them for middle school; high school; college; a career and to be contributing members of our society.

School Counseling Program Vision Statement
Vision Statement: All Parklane Elementary students will graduate with the social and academic skills necessary to be lifelong learners and to reach their fullest intellectual potential, which will lead to their college and career success.

School Counseling Program Goals and Action Plans

Goal 1: ***To increase the level of college and career readiness for all 5th grade students by 70% by May, 2016***

Grade Level	Lesson Topic	Counselor Intervention	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	College and Career Readiness	See below	CD: C:A1.2 Learn about the variety of traditional and nontraditional occupations C:A1.3. Develop an awareness of personal abilities, skills, interests and motivations	See below	See below	See below	Pre and Post surveys on College and Career Readiness	Attendance data: Number of students present on days when college and career lessons are delivered

Counseling Initiatives to increase College and Career Readiness:

- **Classroom Guidance** on College & Careers – Counselor will present CCRPI Career Guidance Lessons from the state along with supplemental lessons that focus on career and college exploration; Interest inventories; and resume writing. (September – May)
- **Virtual Field Trips**– Counselor will present virtual field trips for students to explore various careers (October – May)
- **Mock Interviews** – Counselor will teach interview skills and conduct mock interviews for all 5th grade students (January)
- **Career Portfolio for 5th grade students –** Counselor will assist 5th grade students in completing a career portfolio which will include an essay, vision board and powerpoint presentation.
- Implement **Character Education Focus Words –** Students will focus on a different word each month to encourage good character and values. Word will be discussed each morning on the news broadcast. Students will earn a "Caught with Good Character" slip when caught displaying the word of the day and be entered into the drawing for a prize each Friday. (September – May)
- **Collegiate Fridays** - All staff members will wear college shirts each Friday and discuss their college affiliation (August – May)
- Implement "**College is in My Future Week**" (February)
    - Scavenger Hunt – Information about various colleges will be posted throughout the school
    - Students will be given clues about the colleges and will have a contest to locate the most colleges
    - Classroom doors will be decorated highlighting a particular college/university
    - Students will take a "College Tour" around the school
    - Students will write about a school they found interesting
    - College/University Spotlight – Different colleges will be discussed on the morning news broadcast
    - Teacher Fraternity/Sorority Spotlight – Staff will showcase their sorority/fraternity during an assembly
    - Staff will wear a cap & gown or greek wear during the assembly
    - Presentation on HBCU's during the assembly
- **College Mural** on hallway and **College penants** outside classrooms
- **Guest Speakers from various colleges** and college organizations to come and speak about colleges (November – May)
- Guest Speakers come and share their knowledge and expertise regarding each career cluster (January – May)
- Coordinate **DreamKids Photos** (students photos are taken of them dressed in their chosen profession)
- **Morning News Broadcast** on ESN (Eagles Soaring News) that focuses on a different careers within each cluster each week (January – May)
- **College Visits** (4th and 5th grade students visit a college/University each semester (dates TBD))

Goal 2: ***To decrease the number of students with 2 or more counseling referrals for bullying behavior (hitting, name calling and/or fighting) by 70% by May, 2016.***

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	See Below	See Below	See Below	See Below	See Below	See Below	Pre and Post climate survey on Bullying	Counseling referrals for "bullying" type behavior (hitting, name calling and/or fighting

Counseling Initiatives to decrease "bullying" type behaviors:

- Implement **PALS** (**Postive Achievers Liking School**) **Mentoring Program** – assigned a staff member to mentor a student that had 2 or more behavior/discipline problems. (September – May)
- Implement **Character Education Focus Words** – to encourage good character and values. (September – May)
- Implement **Anger Management group** for students with 2 or more counseling referrals for "Bullying" type behavior (September – May)
- Organized **Student of the Month Program/Student Recognition Program** – to encourage and reward students for behaving appropriately each month. (September – April)
- Conduct **Classroom guidance** on bullying - to teach bullying awareness and what to do if a person is being bullied or witnesses someone being bullied. (November – December)
- Coordinate **Ronald McDonald Friendship assembly** - **a character education/anti-bullying assembly** for all students to teach students to have respect for each other. (November)
- **Be A Buddy – Not A Bully Week** – Designate two weeks in November to focus on Being friends and not bullying. Students will demonstrate how they can be a buddy to someone and encouraged acts of kindness. (November)
- **The Great Kindness Challenge** – To encourage students to be kind to each other, teachers will keep a log of "acts of kindness students have demonstrated toward each other" the winning class will win a prize.
- "**Bully Hurts" parent workshop** - to educate parents on the warning signs of bullies and victims and what to do if their child is a bully or a victim. (November)
- Generate a **Bullying Prevention Newsletter** which will included FCBOE bullying policies; discussion questions; tips for parents; an anti-bullying contract; and survey. (November)
- **Individual Counseling** – meet individually with students referred for bullying and/or fighting. (August – May)
- Conduct **Peer mediations and conflict resolution sessions -** for students referred for bullying and/or fighting. (August – May)
- Initiate **Bullying Contracts** to students referred for bullying 2 or more times. (August – May)
- **Consultation** - Conference with parents and administrators of students referred for bullying and/or fighting 2 or more times. (August – May)

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. <u>You may use your own template for your annual calendar and submit it in addition to your action plan rather than filling out the information in this document.</u>**

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)**

August	September	October	November
• List all counseling programs and services that occur this month in bulleted format. • **Counselors beginning of the year presentation** • **504 meetings** • **Collaboration with grade levels** • **Open House** • **Guidance planning** • **Classroom guidance** ***"Get to know your counselor"*** • **Individual Counseling** • **Collegiate Fridays** • **Coordinate Counselors Advisory Counsel** • **Coordinate Character Focus Word**	• List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Classroom Guidance lessons (*Respect; Diversity and getting along with others; College and Career Awareness; organizational skills; others as determined*)** • **Central Learning Community Counselor's Meeting** • **Character Education Focus Word (Respect)** • **Coordinate PALS Mentoring Program** • **Collegiate Fridays** • **Peer Mediations** • **Implement Eagles NEST Ambassador Program** • **Mock Interviews** • **College Fridays** • **Coordinate Student Recognition Program**	• List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Classroom Guidance lessons (*Responsibility*; *Conflict Resolution; College and career awareness continued; Drug & alcohol awareness; Others as determined)*** • **Small Groups, as needed** • **Coordinate Red Ribbon Week** • **Career Virtual Field Trip** • **Peer Mediations** • **Assist with ITBS** • **Character Education Focus word (Responsibility)** • **Student Recognition Program** • **College Fridays** • **Counselors Meeting** • **GA College411 Training**	• List all counseling programs and services that occur this month in bulleted format. **Bullying Prevention Month** • **Individual Counseling** • **Guidance planning** • **Classroom Guidance Lessons *(Honesty; tattling; Bullying; Others as determined)*** • ***"Be A Buddy – Not A Bully"* Week** • **Small Groups, as needed** • **Bullying Hurts Parent Workshop** • **School-wide anti-bullying assembly with Ronald McDonald** • **Generate Bullying Newsletter** • **Develop School-wide Bullying Video** • **Implement No Place For Hate Program in grades K-5** • **College Fridays** • **Character Education Focus word (Honesty)** • **Student Recognition Program**

December • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Classroom Guidance lessons *(Bullying continued, others as determined*)** • **Small groups, as needed** • **Think First, Stay Safe curriculum for grades 3 – 5** • **Peer Mediations** • **Angel Tree Program** • **Character Education Focus word (Kindness)** • **The Great Kindness Challenge** • **Student Recognition Program**	**January** • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance Planning** • **Classroom Guidance Lessons *(Career Pathways Lessons 1st - 5th grade students)*** • **Begin 5th Grade Career Portfolios** • **Small group, as needed** • **Coordinate the "Students with King Choose Nonviolence" field trip to the King Center** • **College Fridays** • **Character Education Focus word (Courage)** • **Dream Makers Kids Career Program for grades PK-5** • **Student Recognition Program**	**February** • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Classroom Guidance Lessons *(Career Pathways Lessons 1st - 5th grade students)*** • **Small groups, as needed** • **CLC Counselor's Meeting** • **5th Grade Career Portfolios continued** • **College is in My Future Week** • **FSCA Annual Conference** • **Child Lures Web Based survey grades 3 -5** • **Weekly Character Education Focus word (Citizenship)** • **Student Recognition Program**	**March** • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Classroom Guidance Lessons (Test Taking Skills; College and Career Readiness; Others To Be Determined)** • **Small groups, as needed** • **Career Pathway Lessons for 1st – 5th grad students** • **GA Milestones Festival** • **Character Education Focus word (Fairness)** • **Student Recognition Program** •
April • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Guidance planning** • **Test Taking Skills** • **School wide testing** • **Career Pathway Lessons for 1st – 5th grad students** • **Think First, Stay Safe Curriculum** • **Character Education Focus word (Trustworthy)** • **Student Recognition Program** •	**May** • List all counseling programs and services that occur this month in bulleted format. • **Individual Counseling** • **Think First, Stay Safe Curriculum** • **Middle school transition Program** • **Field Days** • **Career Pathway Lessons for 1st – 5th Grades** • **Awards programs** •	**June/July** • List all counseling programs and services that occur this month in bulleted format. • **Review data** • **Plan for 2015-2016** • **Rest peacefully**	**Year Round Programming/Services** • List all counseling programs and services that occur year round in bulleted format (e.g. Individual Counseling, etc.) • **Individual Counseling** • **Classroom Guidance lessons** • **Small group counseling** • **Peer Mediations** • **504 Planning/Meetings** • **Weekly Focus Word** • **Student Recognition Program** • **AM/PM/Lunch duty** • **Admin. Meetings** • **Leadership Meetings** • **PALS Mentor Program** • **Eagles Nest Ambassador Coordinator**

II. 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 Data **Previous school year's data can be obtained from Leslie Billey in the Office of School Counseling.			**Recommended**
Direct Services to Students	2015-2016 20	of time delivering school counseling core curriculum	Provides developmental curriculum content in a systematic way to all students	80% or more
	2015-2016 20	of time with individual student planning	Assists students in the development of educational, career and personal plans	
	2015-2016 25	of time with responsive services	Addresses the immediate concerns of students	
Indirect Services for Students	2015-2016 15	of time providing referrals, consultation and collaboration	Interacts with others to provide support for student achievement	
Program Planning and School Support	2015-2016 10	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
Other/Non Counseling	2015-2016 10	of time completing non counseling duties	Includes Administrative & clerical duties and SST/504/ EL Coordination	10% or less

Advisory Council	
Semester 1 Meeting Date	**September 28, 2015**
Semester 2 Meeting Date	**May, 2015**

Professional Development Plan

I plan to participate in the following professional development opportunities during 2015 - 2016 (please include all school system meetings, conferences, etc.).

Date:	Event title/description:
July 26 - 29	PES Leadership Retreat – Dolce Hotel
August 18, 2015	Understanding the Hospital Homebound Process (via webinar)
August 27, 2015	FCBOE District Counselors Beginning of the Year Meeting (via webinar)
September 4, 2015	CLC Counselors Meeting (Ison Springs Elementary)
September 9, 2015	Ethics In School Counseling (via webinar)
September 17, 2015	Undestanding your role in the CCRPI Data Collection Process (via webinar)
September 18, 2015	504 Chair Training (Milton Center) – viewed powerpoint presentation (did not attend in person)
September 23, 2015	Academic Achievement Initiative (via webinar)
October 8, 2015	Best Practices for themed days/weeks/months (via webinar)
October 16, 2015	Play Therapy Training (Fulton County Board of Education Admin Bldg)
October 22, 2015	Atlanta GSFC State Training (the new GACollege411) (Atlanta Metropolitan College)
October 27, 2015	Value Added Career Activities (via webinar)
November 12, 2015	Getting Parents involved in the School Counseling Program (via webinar)
January 20, 2016	Strengthening the Principal/Counselor Relationship (via webinar)
February 10, 2016	Understanding the counselors role in building school morale (via webinar)
March 9, 2016	Using movies and music in your school Counselor program (via webinar)
March 18, 2016	Fulton County Counselors end of Year Meeting (Milton Center)
March 23, 2016	5th Grade Portfolios Best Practices (via webinar)
April 23, 2016	Handling Mental Health Concerns in the school Setting (via webinar)
May 5, 2016	Making Data Work for you School Counseling Program (via webinar)

Professional Collaboration and Responsibilities

Group	Day/Time	Coordinator
Administration/School Counseling Meetings	TBD	Mrs. Fairweather, Principal
Student Support Team Meetings (RTI, SST, 504)	Varies	Mr. Sanders, AA (RTI) Ms. Mingo, Counselor (504)
Department Chair Meetings	Varies	Mrs. Fairweather, Principal
School Improvement Team Meetings	Varies	Mrs. Fairweather, Principal

School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from 7:30 to 3:00

District Due Dates:

- **Comprehensive School Counseling Department Plan due to Professional School Counseling Department on Friday, September 25th, 2015.**
- **Comprehensive School Counseling Department Program results due to Professional School Counseling Department and principal on Friday, May 27th, 2016.**

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, Section15: 80% of Professional School Counselor time should be spent in Direct/Indirect Student Services.***

School Counselor Signature_____

Principal Signature_____

Date Action Plan was Reviewed and Signed_____