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

State Bridge Crossing Elementary

Andrea Turner

School Counselor (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Program Foundation and Delivery**­­­­­­­­­­­­­­­­­­­­­­­

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

X

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| **School Counseling Program Mission Statement** |
| Provide a comprehensive developmental counseling program that supports student academic, career, personal, and social needs in order to create lifelong learners and responsible citizens. |

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| **School Counseling Program Vision Statement** |
| Students at State Bridge Crossing are engaged in learning and achieve at the highest level. Through continuous improvement and collaboration with administrators, teachers, staff, parents and community members, a caring, non-threatening, and safe school climate is provided. Risk taking is encouraged and leads to positive learning experiences. Best practices are used to deliver a rich curriculum that is relevant to student lives. Students set goals for their learning and are respectful of peers and staff. Positive discipline incorporates natural and logical consequences, while positive behavior is reinforced school-wide. Diversity is respected and the school strives to achieve unity while learning about the differences that make us unique. |

**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.**

Provide at least three professional development opportunities at administrative grade level meetings/staff meetings for each grade level by May 2016.

**Goal 1:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Various  SST  RTI  Progress-Monitoring  Think First Stay Safe  FultonConnect  Formative Assessment  Data Teams  Counseling Tidbits  Data Notebooks | K-5 Administrative Grade Level Meetings | I-A-3, I-A-4, I-B-2, I-B-2c, I-B-3, I-B-4, I-B-5, I-B-5c, I-C-1, I-C-2, I-C-6, II-A-2, II-A-5, II-A-6, II-B-4e, II-B-4h, II-C-1, II-C-2, II-C-3, III-A-3, III-A-5, III-B-3a, | Fulton County Materials  STAR/Renaissance Learning  DOE Resources  National Resources  Think First Stay Safe Resources  Edutopia | August 2015-May 2016 | 800 |  | Heads-Up Alerts cleared in FultonConnect RTI Module by Oct. 30, 2015.  Instruction and Intervention plans entered in FultonConnect RTI Module for all student in Tier 2 and Tier 3.  All students in Tier 2 and Tier 3 will have PM tools entered and PM will occur at required intervals.  Students in all Tiers will have research-based instruction, intervention, and enrichment plans developed collaboratively at each data team meeting (every 6 weeks). |

**Goal 2:**

Develop a counseling website link in the State Bridge Website; updated monthly to include news from the Counseling Department, parent resources, and helpful hints, updated by the 30th of each month.

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| **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 | Various  Lesson Update  Think First Stay Safe  Self Esteem  Behavior  Transition  Etc. | Community, Parents, Staff, and Students will have access via the State Bridge Website | I-A-5, I-A-6, I-A-9, I-B-2, I-B-4, I-B-5, I-C-1, I-C-3, I-C-5, II-A-1, II-A-2, II-A-5, II-C-1, III-A-6 | STAR/Renaissance Learning  DOE Resources  National Resources  Think First Stay Safe Resources  Edutopia  Books  Websites | October 2015- May 2016 | # of website visits |  |  |

**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. 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.**

**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)**

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| **August**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **Needs assessment** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **STAR Screening** * **Faculty Meetings** * **Deliver PD – RTI/SST/504/STAR** * **Newcomers Meeting** * **New Student Groups** * **Counselor Introduction** * **PBIS Rollout** * **Leadership Meeting** * **Staff Meetings** * **Building Our Future** | **September**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Small Groups** * **New Student Groups** * **Teacher/staff/parent consultation** * **Needs assessment** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **STAR Screening** * **Faculty Meetings** * **Deliver/Attend PD – RTI/SST/504/STAR** * **PD Day - Rigor** * **Develop PKES Goals** * **PBIS Committee** * **PBIS Rewards – Peace Garden** * **Counseling Meetings** * **Data Teams** * **Student Council** | **October**   * **FultonConnect RTI Module Training** * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **Deliver PD – RTI/Data Teams/FultonConnect RTI Module** * **PBIS Committee** * **Red Ribbon Week** * **Core Curriculum** * **Small Group Counseling** * **Fall Advisory Council Meeting** * **County Level Meetings** * **Student Council** * **Data Team Meetings** * **ITBS Support** * **Career Guidance Support** * **PBIS Rewards – Peace Garden** | **November**   * **Think First Stay Safe** * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Level meetings** * **Student Council** * **Data Team Meetings** * **Career Guidance** * **Think First Stay Safe** * **RTI Module Support** * **PBIS Rewards – Peace Garden** |
| **December**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Level Meetings** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance Support** * **Think First Stay Safe** * **PBIS Rewards – Peace Garden** | **January**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Level meetings** * **Learning Community Meetings** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance Support** * **Think First Stay Safe** * **PBIS Rewards – Peace Garden** * **STAR Screening** | **February**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance Support** * **Think First Stay Safe** * **PBIS Rewards – Peace Garden** | **March**   * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Meetings** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance Support** * **Think First Stay Safe** * **5th Grade Transition visit to Middle Schools** * **PBIS Rewards – Peace Garden** |
| **April**   * **Testing Support** * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Meetings** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance** * **Think First Stay Safe** * **PBIS Rewards – Peace Garden** * **STAR Screening** | **May**   * **Testing Support** * **Crisis Intervention/Reporting to outside agencies** * **Administrative team meetings** * **Individual Counseling** * **Teacher/staff/parent consultation** * **SST meetings** * **Tier 2 meetings** * **504 meetings** * **Administrative Grade Level meetings** * **PLC meetings** * **Faculty Meetings** * **PBIS Committee** * **Core Curriculum** * **Small Group Counseling** * **County Meetings** * **Student Council** * **Data Team Meetings** * **RTI Module Support** * **Career Guidance Support** * **Think First Stay Safe** * **PBIS Rewards – Peace Garden** * **Class Lists** * **Meet with SST/504 Chairs at Middle School Feeders** * **Spring Advisory Council Meeting** | **June/July** | **Year Round Programming/Services**   * **Bullying Prevention/Intervention Programs and Services (Conflict Resolution)** * **Career Counseling** * **Think First Stay Safe** * **Student Council** * **Character Education** * **SST/RTI/504** * **Individual Counseling** * **Small Group Counseling** * **Core Curriculum** * **Consultation** * **Data Team Meetings** * **PLC Meetings** * **Administrative Team meetings** * **RTI Module Support** * **PBIS Committee** |

**\*\**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.).***

1. **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  20  \_\_\_\_\_% | of time with responsive services | Addresses the immediate concerns of students |
| Indirect Services for Students | 2015-2016  20  \_\_\_\_\_% | 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 |

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| --- | --- |
| **Advisory Council** | |
| **Semester 1 Meeting Date** | **Oct. 30, 2015** |
| **Semester 2 Meeting Date** | **May 6, 2016** |

**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 31, 2015 | Building Our Future |
| August 28, 2015 | RTI Training |
| September 4, 2015 | SBCE PD – Rigor |
| September 15, 2015 | NELC Counseling Meeting |
| September 16, 2015 | SSTAGE – RTI |
| September 18, 2015 | 504 Training |
| October 14-15, 2015 | SSTAGE - RTI |
| October 16, 2015 | Counseling Meeting |
| January 14, 2016 | SSTAGE – RTI |
| January 15, 2016 | 504 Training |
| February 16, 2016 | SBCE PD Day |
| March 18, 2016 | Counseling Meeting |

**Professional Collaboration and Responsibilities**

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| --- | --- | --- |
| Group | Day/Time | Coordinator |
| School Counseling Team Meetings |  |  |
| Administration/School Counseling Meetings | Friday/8:00 | Bridgette Marques |
| Student Support Team Meetings (RTI, SST, 504) | Monday | Andrea Turner |
| Department Chair Meetings | Every other Monday/2:45 | Bridgette Marques |
| School Improvement Team Meetings |  |  |
| Other (e.g. School Governance Council, etc.)  Data Teams  PBIS Committee  Student Council | Every 6 Weeks/Grade Level  3rd Thursday of Month/2:45  2 Thursdays a month/7:15 | Admin Team  Joan Hathaway  Andrea Turner/Amy Poole |

**School Counselor Availability/Office Organization**

4:00

7:10

The school counseling office will be open for students/parents/teachers from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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) |  |
| Registrar |  |
| Records Manager |  |
| Professional Assistant |  |
| College and Career Center Assistant |  |
| Other Staff |  |
| Volunteers |  |

**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.***

Andrea Turner

**School Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bridgette M. Marques

**Principal Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

10/21/15

**Date Action Plan was Reviewed and Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**