

2010-2011 Guidance and Counseling Plan

Counseling Team: Michael Absher, Shellie Caplinger, Patrick Cox, Melissa Freeman, Hella Peart

Grade	ASCA Domain Academic Dev. = AD Career Dev. = CD Personal/Social Dev. = PSD	List activity/program and code as: Guidance Curriculum: GC* Responsive Services: RS* Individual Student Planning: ISP* System Support: SS*	Start and End Dates (if applicable)	Students Targeted (who and #)	Location	Communication to Students (When/How)	Communication to Parents (When/How)	Counselor Responsible
9	AD; PSD	☑ Freshman Welcome (GC) Topic: Introductions, Accessing Counseling Services, Self-Advocating, Goal Setting	September	9 th Graders (500+)	Freshmen Seminars	Posted on Counseling Website and Counseling Dept Calendar (Aug); Seminar Teachers (August-Sept);	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting	Delivered by All Counselors; Coordinated by Melissa Freeman
	AD	☑ Fall Freshman Curriculum (GC) Topic: Achieving Academic Success, Earning and Tracking Credits	October	9 th Grade (500+)	9 th Grade Lit. Classes	Freshman Welcome (Aug-Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Oct)	Fall Freshman Parent Night (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)	Delivered by All Counselors; Coordinated by Melissa Freeman
	AD	☑ Spring Freshman Curriculum (GC/ISP) Topic: Developing a 4 Year Academic Plan	February-March	9 th Grade (500+)	9 th Grade Math Classes	Fall Freshman Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug); Math Teachers (Feb-Mar)	Fall Freshman Parent Night (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)	Delivered by All Counselors; Coordinated by Melissa Freeman
	PSD	☑ Signs of Suicide (GC) Topic: Suicide Prevention	November/April	9 th Grade (500+)	Health Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); Health Teachers (Nov/Apr)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Nov/Apr)	Delivered by All Counselors; Coordinated by Melissa Freeman
	CD	☑ GA Bridge Law Career Guidance	May	9 th Grade (500+)	9 th Grade Biology Classes/ Computer Lab	Posted on Counseling Website and Counseling Dept Calendar (May); Biology Teachers (May)	Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May)	Delivered & Coordination by Shellie Caplinger & Melissa Freeman
	PSD	☑ Girls Inc. (GC) Topic: Interpersonal Skills, Personal Safety Skills, Media Literacy, Self-Knowledge	Yearlong	9 th Grade (500+)	Small Group Mtg Location	September via Letter/Permission Slip	September via Letter/Permission Slip	Delivered by Girls Inc; Coordinated by Melissa Freeman
								Delivered by Melissa Freeman

	AD;PSD	☑ Fall Freshman Parent Night (GC) Topic: Tools for Parents to Support Students in High School; Cyber-Safety Guest Speaker	September	9 th Grade (500+)	Auditorium	Posted on Counseling Website and Counseling Dept Calendar (Aug)	PTSA Email Blast (Aug-Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting	Freeman &GBI guest Speaker; Coordinated by PTSA
	AD	☑ Spring Freshman Parent Night (GC/ISP) Topic: Graduation Requirements and Developing a 4 Year Academic Plan	March	9 th Grade (500+)	Cafeteria	Spring Freshman Curriculum (Mar); Posted on Counseling Website and Counseling Dept Calendar (Aug)	PTSA Email Blast (Feb-Mar); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)	Delivered by All Counselors; Coordinated by Melissa Freeman & Shellie Caplinger
10	PSD	☑ Fall Sophomore Curriculum (GC) Topic: Internet & Social Network Safety and Cyber-Bullying Awareness	November	10 th Grade (500+)	10 th Grade Lit Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Nov)	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Nov)	Delivered and Coordinated by Megan Donecker & Amber McConnel (Counseling Interns); Supervised by Shellie Caplinger
	CD	☑ Winter Sophomore Curriculum (GC) Topic: Career Exploration, Internet Resources, PSAT Interpretation	January	10 th Grade (500+)	World History Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); World History Teachers (Jan)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)	Delivered by All Counselors; Coordinated by Hella Peart
	AD;CD	☑ Sophomore Parent Night (GC) Topic: Internet Post-Secondary Planning Resources, HOPE Scholarship, PSAT Interpretation	January	10 th Grade (500+)	Cafeteria	Winter Sophomore Curriculum (Jan); Posted on Counseling Website and Counseling Dept Calendar (Aug)	PTSA Email Blast (Jan); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)	Delivered by Hella Peart and the Princeton Review Guest Speaker; Coordinated by Hella Peart
	CD	☑ GA Bridge Law Career Guidance	March	10 th Grade (500+)	10 th Grade Advisement Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); Advisement Teachers (Mar)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Advisement Teachers (Mar)	Delivered by Advisement Teachers; Coordinated by Shellie Caplinger
11	AD;CD	☑ Fall Junior Curriculum (GC) Topic: Planning for Senior Year and Post-Secondary Options	October	11 th Grade (500+)	11 th Grade Lit Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Oct)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)	Delivered by All Counselors; Coordinated by Michael Absher

	AD;CD	Junior Advisement (ISP) Topic: Graduation Status Check, College & Career Goals; SAT/ACT; Post-Secondary Plans	November – March	11 th Grade (500+)	Counseling Office	Fall Junior Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)	Delivered by All Counselors; Coordinated by Michael Absher
	AD;CD	Junior Parent Night (GC) Topic: Planning for Senior Year and Post-Secondary Options	February	11 th Grade (500+)	Auditorium	Fall Junior Curriculum (Oct); Junior Advisement Mtg; Posted on Counseling Website and Counseling Dept Calendar (Aug)	PTSA Email Blast (Feb); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)	Delivered and Coordinated by Michael Absher
	AD	GHS GT Test-Prep Sessions (SS) Topic: Test taking strategies; Test Anxiety	February – March	11 th Grade (80+)	GHS GT Remediation Seminars	Posted on Counseling Website and Counseling Dept Calendar (Aug); Seminar Teachers (Feb-Mar)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)	Delivered and Coordinated by Hella Peart and Amber McConnell
	CD	GA Bridge Law Career Guidance	May	11 th Grade (500+)	11 th Grade Lit Classes/ Computer Lab	Posted on Counseling Website and Counseling Dept Calendar (May); Biology Teachers (May)	Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May)	Delivered & Coordination by Shellie Caplinger & Michael Absher
12	CD	Senior Classroom Guidance (GC) Topic: Postsecondary planning, college admissions process; goal setting	September	12 th Grade (500+)	12 th Grade Lit Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Oct)	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Sept)	Delivered by All Counselors; Coordinated by Patrick Cox
	CD	College Bound Seminar (GC) Topic: Career Exploration, College Search, College Applications, Scholarships	January-March	12 th Grade (200+)	Senior Seminars	Written and/or electronic notice; Pass from Counselor	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)	Delivered and Coordinated by All Counselors
	CD	Senior Parent Night (GC) Topic: Postsecondary planning, college admissions	September	12 th Grade (500+)	Auditorium	Fall Senior Curriculum (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug)	PTSA Email Blast (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Aug)	Delivered and Coordinated by Patrick Cox
	CD	Financial Aid Night (GC) Topic: Funding College, FASFA, Scholarships, Grants	December	12 th Grade (500+)	Auditorium	Morning Announcements (Dec); Posted on Counseling Website and Counseling	PTSA Email Blast (Dec); Posted on Counseling Website and Counseling	Delivered by Hella Peart and GA Student Finance

	CD	GA Bridge Law Career Guidance	May	12 th Grade (500+)	12 th Grade Lit Classes/ Computer Lab	Dept Calendar (Aug) Posted on Counseling Website and Counseling Dept Calendar (May); Biology Teachers (May)	Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Dec) Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May)	Commission Guest Speaker; Coordinated by Patrick Cox Delivered & Coordination by Shellie Caplinger & Patrick Cox
8 (Rising 9th Graders)	AD; CD	· Rising Freshman Principal's Chat (GC) Topic: Welcome, Q & A for parents of rising freshman; Planning for the transition to HS	January	8 th Grade (500+)	Media Center	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug)	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)	Delivered by Dr Steven Miletto & Shellie Caplinger; Coordinated by PTSA
	AD; CD	· 8th Grade Visitation Days (GC) Topic: Welcome, Tour CHS, Introduction to CTAE and Fine Arts Pathway programs	February	8 th Grade (500+)	Auditorium & various classrooms	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug)	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)	Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and Counselor
	AD	· Rising Freshman Parent Night (GC) Topic: Transitioning to High School; Selecting for Classes	March	8 th Grade (500+)	Auditorium	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug)	Middle Schools' Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Mar)	Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and Counselor
9 – 11	AD; CD	· AP/Dual Enrollment Night (SS) Event for parents and students focusing on pre-requisites, expectations and registration process for AP and Dual enrollment courses	February	450-500	Auditorium & various classrooms	Morning Announcements (Jan); Junior Advisement Meetings (Nov – Feb); CHS Teachers; Posted on CHS and Counseling Website and Counseling Dept Calendar (Aug)	CHS Staff; Posted on CHS and Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan - Feb)	Delivered by CHS Staff; Coordinated by CHS Testing/AP Coordinator
10 - 11	AD; CD	· Governor's Honors Program (SS) Enrichment opportunity for students demonstrating advanced skills, interests and talents in particular academic, fine art or technology areas	September - February	65+	Various	CHS Nominating teachers and department liaisons	CHS Nominating teachers and department liaisons	Coordinated by Michael Absher
11 - 12	AD; CD	· College Representative Visits (ISP/SS)	Aug – May	800+	Counseling Office (College &	Fall Senior Curriculum (Sept); Fall Junior	Posted on Counseling Website and Counseling	Coordinated by PTSA and Patrick Cox

	AD; CD	• College Fairs (SS)	Aug – May	1000+	Career Center) Varies (Events are off campus)	Curriculum (GC); Morning Announcements; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin Boards Fall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Morning Announcements; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin Boards	Dept Calendar (Aug); Monthly PTSA Newsletter; Posters & Bulletin Boards Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter; Posters & Bulletin Boards	Coordinated by Hella Peart, Patrick Cox and Norma Escalera (Parent Liaison)
	CD	• Scholarship Information (ISP)	Aug - May	1000+	Counseling Office (College & Career Center)	Fall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Morning Announcements; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin Boards	Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter; Posters & Bulletin Boards	Coordinated by Patrick Cox, Shellie Caplinger and PTSA
9 – 12	CD	• College and Career Center (ISP) Resource for Students and parents to access college and career planning materials	Aug – May	All Students (2000)	Counseling Office	Fall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Winter Sophomore Curriculum (GC); Posted on Counseling Website and Counseling Dept Calendar (Aug)	Posted on Counseling Website and Counseling Dept Calendar (Aug)	Coordinated by PTSA and Patrick Cox
	AD; PSD	• New Student Program (SS) Support Services for new students transferring to CHS during the school year	Aug – May	All Transfer Students (approx 150-200); New Student Leaders (approx 100)	Counseling Office	New student enrollment meetings; Posted on Counseling Website and Counseling Dept Calendar (Aug)	New student enrollment meetings; Posted on Counseling Website and Counseling Dept Calendar (Aug)	Coordinated by Shellie Caplinger
	AD	• Curriculum Night (SS) Event for parents and students focusing on teacher and classroom communication, expectations, course demands; grading rubric	September	All Students (2000)	CHS Campus	Morning Announcements (Dec); Posted on Counseling Website and Counseling Dept Calendar (Aug)	Monthly PTSA Newsletter; Posted on CHS and Counseling Website and Counseling Dept Calendar (Aug)	Coordinated by PTSA
9 – 12	AD; PSD; CD AD; PSD; CD AD; PSD; CD AD; PSD AD; CD; PSD	• School Counseling Department Website (CG/SS) • Counselor Advisory Council (SS) • CHS Disproportionality Team (SS) • Instructional Leadership Team (SS) • Middle School Transition Team • Academic, Career and Behavioral Consultations (ISP)	Year Round Year Round	All Students (2000) All Students (2000)	Various Meeting Locations Counseling Office/Other	N/A Email and Phone N/A N/A All Guidance Curriculum Presentations; Counseling	N/A Email and Phone N/A N/A All Guidance Curriculum & Parent Night Presentations;	Shellie Caplinger Hella Peart Hella Peart Shellie Caplinger Melissa Freeman All Counselors

	CD AD; CD AD AD AD; PSD AD; PSD AD AD; PSD AD; PSD; CD AD; CD PSD PSD PSD PSD AD AD AD AD	<ul style="list-style-type: none"> • Career Guidance and Exploration (ISP) • Post-Secondary Planning and Advising (ISP) • Academic Skill Building (ISP) • Parent/Teacher Conferences (ISP/RS) • Parent/Teacher/Student Mediation • SST/504/IEP Meetings (SS) • Informal collaboration with teachers for struggling students in need of additional academic support • New Student Enrollments (ISP) • Providing support to teachers on selected topics of interest • Interpreting standardized test scores <ul style="list-style-type: none"> • Collaboration with School Social Worker and School Psychologist (ISP/RS) • Community Agency Referrals (RS) • Care Team Referrals (RS) • Crisis Interventions (RS/ISP) <ul style="list-style-type: none"> • Dual Enrollment Information (ISP) • SAT and ACT Information (ISP) • Summer School Information (SS) • Rising Ninth Grader Enrollments (ISP) 			Meeting Locations	Website; Individual Counseling Sessions	Posted on CHS and Counseling Website and Counseling Dept Calendar	
			Year Round	All Students (2000)	Counseling Office/Other Meeting Locations	All Guidance Curriculum Presentations; Counseling Website; Individual Counseling Sessions	As Needed; Posted Counseling Website	All Counselors
			February - May	All Students (2000)	Counseling Office/Other Meeting Locations	All Guidance Curriculum Presentations; Counseling Website; Individual Counseling Sessions	As Needed & Appropriate; Posted Counseling Website	All Counselors
9 – 12	Additional Duties & Responsibilities	<ul style="list-style-type: none"> • Ensure students are scheduled for correct courses and have a full schedule • Ensure accuracy of student graduation status/records/transcripts • Transcribe Transfer Student Records • Report Official Transcripts, Class Rank and Secondary School reports (recommendations) for College Admissions <ul style="list-style-type: none"> • Diplomas and Graduate Verification • Dual Enrollment Information • Princeton Review Liaison • Peer Facilitation/Peer Leadership/ Mentorship coordinator • Summer School Registration <ul style="list-style-type: none"> • Schedule students for appropriate courses • Strategic Planning Committee • CTAE Contact • PTSA Newsletter • STAR Student • NCAA Clearinghouse Contact • Online & Virtual School Contact <ul style="list-style-type: none"> • National Merit Scholarship Coordination 	Year Round Year Round Year Round Year Round Spring Semester Spring Semester Spring Semester Year Round Spring Semester Year Round Year Round Year Round Spring Semester Year Round Year Round Year Round Year Round Year Round Fall Semester	All Students (2000)	Counseling Office	N/A	N/A	All Counselors All Counselors All Counselors All Counselors All Counselors Patrick Cox Michael Absher Michael Absher Hella Peart & Michael Absher All Counselors Shellie Caplinger Patrick Cox Patrick Cox Patrick Cox Melissa Freeman Hella Peart All Counselors

		<ul style="list-style-type: none"> • End of Year Reports •Boys and Girls State •HOPE Scholarship Verifications •Graduation Coordination 	Spring Semester Spring Semester Spring Semester Spring Semester					Shellie Caplinger All Counselors All Counselors All Counselors
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***Guidance Curriculum** = Provides developmental comprehensive guidance program content in an systematic way to all students

***Individual Student Planning** = Assists students and parents in the development of academic and career plans

***Responsive Services** = Addresses the immediate concerns of students

*** System Support** = Includes programs, staff and school support activities/services