

Fulton County Schools

2010-2011 Guidance and Counseling Plan

School: Centennial High School

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	☑ <b>Freshman Welcome (GC)</b> Topic: Introductions, Accessing Counseling Services, Self-Advocating, Goal Setting	September	9 <sup>th</sup> 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	☑ <b>Fall Freshman Curriculum (GC)</b> Topic: Achieving Academic Success, Earning and Tracking Credits	October	9 <sup>th</sup> Grade (500+)	9 <sup>th</sup> 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	☑ <b>Spring Freshman Curriculum (GC/ISP)</b> Topic: Developing a 4 Year Academic Plan	February-March	9 <sup>th</sup> Grade (500+)	9 <sup>th</sup> 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	☑ <b>Signs of Suicide (GC)</b> Topic: Suicide Prevention	November/April	9 <sup>th</sup> 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	☑ <b>GA Bridge Law Career Guidance</b>	May	9 <sup>th</sup> Grade (500+)	9 <sup>th</sup> 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	☑ <b>Girls Inc. (GC)</b> Topic: Interpersonal Skills, Personal Safety Skills, Media Literacy, Self-Knowledge	Yearlong	9 <sup>th</sup> 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

	AD;PSD	<b>☒ Fall Freshman Parent Night (GC)</b> Topic: Tools for Parents to Support Students in High School; Cyber-Safety Guest Speaker	September	9 <sup>th</sup> 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	<b>☒ Spring Freshman Parent Night (GC/ISP)</b> Topic: Graduation Requirements and Developing a 4 Year Academic Plan	March	9 <sup>th</sup> 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
<b>10</b>	PSD	<b>☒ Fall Sophomore Curriculum (GC)</b> Topic: Internet & Social Network Safety and Cyber-Bullying Awareness	November	10 <sup>th</sup> Grade (500+)	10 <sup>th</sup> 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	<b>☒ Winter Sophomore Curriculum (GC)</b> Topic: Career Exploration, Internet Resources, PSAT Interpretation	January	10 <sup>th</sup> 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	<b>☒ Sophomore Parent Night (GC)</b> Topic: Internet Post-Secondary Planning Resources, HOPE Scholarship, PSAT Interpretation	January	10 <sup>th</sup> 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	<b>☒ GA Bridge Law Career Guidance</b>	March	10 <sup>th</sup> Grade (500+)	10 <sup>th</sup> 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
<b>11</b>	AD;CD	<b>☒ Fall Junior Curriculum (GC)</b> Topic: Planning for Senior Year and Post-Secondary Options	October	11 <sup>th</sup> Grade (500+)	11 <sup>th</sup> 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	<b>Junior Advisement (ISP)</b> Topic: Graduation Status Check, College & Career Goals; SAT/ACT; Post-Secondary Plans	November – March	11 <sup>th</sup> 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	<b>Junior Parent Night (GC)</b> Topic: Planning for Senior Year and Post-Secondary Options	February	11 <sup>th</sup> 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	<b>GHS GT Test-Prep Sessions (SS)</b> Topic: Test taking strategies; Test Anxiety	February – March	11 <sup>th</sup> 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	<b>GA Bridge Law Career Guidance</b>	May	11 <sup>th</sup> Grade (500+)	11 <sup>th</sup> 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
<b>12</b>	CD	<b>Senior Classroom Guidance (GC)</b> Topic: Postsecondary planning, college admissions process; goal setting	September	12 <sup>th</sup> Grade (500+)	12 <sup>th</sup> 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	<b>College Bound Seminar (GC)</b> Topic: Career Exploration, College Search, College Applications, Scholarships	January-March	12 <sup>th</sup> 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	<b>Senior Parent Night (GC)</b> Topic: Postsecondary planning, college admissions	September	12 <sup>th</sup> 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	<b>Financial Aid Night (GC)</b> Topic: Funding College, FASFA, Scholarships, Grants	December	12 <sup>th</sup> 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 <sup>th</sup> Grade (500+)	12 <sup>th</sup> 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	<ul style="list-style-type: none"> <li><b>Rising Freshman Principal's Chat (GC)</b> Topic: Welcome, Q &amp; A for parents of rising freshman; Planning for the transition to HS</li> </ul>	January	8 <sup>th</sup> 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	<ul style="list-style-type: none"> <li><b>8<sup>th</sup> Grade Visitation Days (GC)</b> Topic: Welcome, Tour CHS, Introduction to CTAE and Fine Arts Pathway programs</li> </ul>	February	8 <sup>th</sup> 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	<ul style="list-style-type: none"> <li><b>Rising Freshman Parent Night (GC)</b> Topic: Transitioning to High School; Selecting for Classes</li> </ul>	March	8 <sup>th</sup> 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	<ul style="list-style-type: none"> <li><b>AP/Dual Enrollment Night (SS)</b> Event for parents and students focusing on pre-requisites, expectations and registration process for AP and Dual enrollment courses</li> </ul>	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	<ul style="list-style-type: none"> <li><b>Governor's Honors Program (SS)</b> Enrichment opportunity for students demonstrating advanced skills, interests and talents in particular academic, fine art or technology areas</li> </ul>	September - February	65+	Various	CHS Nominating teachers and department liaisons	CHS Nominating teachers and department liaisons	Coordinated by Michael Absher
11 - 12	AD; CD	<ul style="list-style-type: none"> <li><b>College Representative Visits (ISP/SS)</b></li> </ul>	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	• <b>College Fairs (SS)</b>	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	• <b>Scholarship Information (ISP)</b>	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	• <b>College and Career Center (ISP)</b> 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	• <b>New Student Program (SS)</b> 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	• <b>Curriculum Night (SS)</b> 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	• <b>School Counseling Department Website (CG/SS)</b>	Year Round	All Students (2000)	Various Meeting Locations	N/A	N/A	Shellie Caplinger
	AD; PSD; CD	• <b>Counselor Advisory Council (SS)</b>				Email and Phone	Email and Phone	Hella Peart
	AD; PSD	• <b>CHS Disproportionality Team (SS)</b>				N/A	N/A	Hella Peart
	AD; PSD; CD	• <b>Instructional Leadership Team (SS)</b>				N/A	N/A	Shellie Caplinger
	AD; PSD	• <b>Middle School Transition Team</b>						Melissa Freeman
	AD; CD; PSD	• <b>Academic, Career and Behavioral Consultations (ISP)</b>	Year Round	All Students (2000)	Counseling Office/Other	All Guidance Curriculum Presentations; Counseling	All Guidance Curriculum & Parent Night Presentations;	All Counselors

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	PSD	<ul style="list-style-type: none"> <li>• Collaboration with School Social Worker and School Psychologist (ISP/RS)</li> <li>• Community Agency Referrals (RS)</li> <li>• Care Team Referrals (RS)</li> <li>• Crisis Interventions (RS/ISP)</li> </ul>	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
	PSD PSD PSD							
	AD AD AD AD	<ul style="list-style-type: none"> <li>• Dual Enrollment Information (ISP)</li> <li>• SAT and ACT Information (ISP)</li> <li>• Summer School Information (SS)</li> <li>• Rising Ninth Grader Enrollments (ISP)</li> </ul>	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"> <li>• Ensure students are scheduled for correct courses and have a full schedule</li> <li>• Ensure accuracy of student graduation status/records/transcripts</li> <li>• Transcribe Transfer Student Records</li> <li>• Report Official Transcripts, Class Rank and Secondary School reports (recommendations) for College Admissions</li> <li>• Diplomas and Graduate Verification</li> <li>• Dual Enrollment Information</li> <li>• Princeton Review Liaison</li> <li>• Peer Facilitation/Peer Leadership/ Mentorship coordinator</li> <li>• Summer School Registration</li> <li>• Schedule students for appropriate courses</li> <li>• Strategic Planning Committee</li> <li>• CTAE Contact</li> <li>• PTSA Newsletter</li> <li>• STAR Student</li> <li>• NCAA Clearinghouse Contact</li> <li>• Online &amp; Virtual School Contact</li> <li>• National Merit Scholarship Coordination</li> </ul>	<p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Spring Semester</p> <p>Spring Semester</p> <p>Spring Semester</p> <p>Year Round</p> <p>Spring Semester</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Spring Semester</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Fall Semester</p>	All Students (2000)	Counseling Office	N/A	N/A	<p>All Counselors</p> <p>All Counselors</p> <p>All Counselors</p> <p>All Counselors</p> <p>All Counselors</p> <p>Patrick Cox</p> <p>Michael Absher</p> <p>Michael Absher</p> <p>Hella Peart &amp; Michael Absher</p> <p>All Counselors</p> <p>Shellie Caplinger</p> <p>Patrick Cox</p> <p>Patrick Cox</p> <p>Patrick Cox</p> <p>Melissa Freeman</p> <p>Hella Peart</p> <p>All Counselors</p>

		<ul style="list-style-type: none"> <li>• End of Year Reports</li> <li>• Boys and Girls State</li> <li>• HOPE Scholarship Verifications</li> <li>• Graduation Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Spring Semester</li> <li>Spring Semester</li> <li>Spring Semester</li> <li>Spring Semester</li> </ul>					<ul style="list-style-type: none"> <li>Shellie Caplinger</li> <li>All Counselors</li> <li>All Counselors</li> <li>All Counselors</li> </ul>
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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