

Fulton County Schools

2012-2013 Guidance and Counseling Program and Curriculum Action Plan

School: Centennial High School

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

| Grade | ASCA Domain Academic Dev. = AD Career Dev. = CD Personal/Social Dev. = PSD | Lesson Content 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 how many) | Location | Communication to Students (When/How) | Communication to Parents (When/How) | Evaluation and Assessment | Counselor Responsible |
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| 9 | AD; PSD | <ul style="list-style-type: none"> ▪ 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 | Freshman Usage of Counseling Services | Delivered by All Counselors; Coordinated by Melissa Freeman |
| | AD;PSD | <ul style="list-style-type: none"> ▪ 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 | Parent Feedback Survey and Form | Delivered by Melissa Freeman &GBI guest Speaker; Coordinated by PTSA |
| | AD | <ul style="list-style-type: none"> ▪ Fall Freshman Curriculum (GC) Topic: Achieving Academic Success, Earning and Tracking Credits, Graduation Requirements, Promotion and Eligibility Guidelines, The Impact of Zeroes | 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) | Pre/Post Test and Survey; tracking of 6 Week, 12 Week and Final Semester Grades | Delivered by All Counselors; Coordinated by Melissa Freeman |
| | PSD | <ul style="list-style-type: none"> ▪ 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) | Pre/Post Survey; Tracking of student referrals & crisis response following presentation | Delivered by All Counselors; Coordinated by Melissa Freeman |
| | AD | <ul style="list-style-type: none"> ▪ Spring Freshman Curriculum (GC/ISP) Topic: Developing a 4 Year Academic Plan, Graduation Requirements, Credit Recovery, Related Courses to Post-Secondary Goals | 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) | Pre/Post Test and Survey | Delivered by All Counselors; Coordinated by Melissa Freeman |

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| | PSD | <ul style="list-style-type: none"> ▪ Girls Inc. (GC) Topic: Interpersonal Skills, Personal Safety Skills, Media Literacy, Self-Knowledge | February - April | 9 th Grade (500+) | Small Group Mtg Location | September via Letter/Permission Slip | September via Letter/Permission Slip | Pre/Post Student Survey; Discipline Referrals | Delivered by Girls Inc.; Coordinated by Melissa Freeman |
| | AD | <ul style="list-style-type: none"> ▪ Spring Freshman Parent Night (GC/ISP) Topic: Developing a 4 Year Academic Plan, Graduation Requirements, Credit Recovery, Related Courses to Post-Secondary Goals | 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) | Parent Feedback Survey and Form | Delivered by All Counselors; Coordinated by Melissa Freeman & Shellie Caplinger |
| | CD | <ul style="list-style-type: none"> ▪ 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) | State reports tracking website activity and student usage | Delivered & Coordination by Shellie Caplinger & Melissa Freeman |
| 10 | CD | <ul style="list-style-type: none"> ▪ Winter Sophomore Curriculum (GC) Topic: Career Exploration, Internet Resources for Post-Secondary planning, 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) | Pre/Post Test and Survey; tracking student usage of resources | Delivered by All Counselors; Coordinated by Hella Peart |
| | AD;CD | <ul style="list-style-type: none"> ▪ 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) | Parent Feedback Survey and Form | Delivered by Hella Peart and the Princeton Review Guest Speaker; Coordinated by Hella Peart |
| | PSD | <ul style="list-style-type: none"> ▪ Spring Sophomore Curriculum (GC) Topic: Internet & Social Network Safety and Cyber-Bullying Awareness | February-March | 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) | Pre/Post Test and Survey | Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger |
| | CD | <ul style="list-style-type: none"> ▪ GA Bridge Law Career Guidance | May | 10 th Grade (500+) | 10 th Grade Literature Classes | Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (May) | Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (May) | State reports tracking website activity and student usage | Delivered by English Teachers; Coordinated by Shellie Caplinger |

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| 11 | AD;CD | ▪ Fall Junior Curriculum (GC) Topic: College Admissions/discussion of the factors are colleges evaluating for admission; Match/Reach/Safety Schools; Freshmen Index | October | 11 th Grade (500+) | US History | 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) | Pre/Post Test and Survey; Tracking student usage of college research opportunities | Delivered by All Counselors; Coordinated by Patrick Cox |
| | AD;CD | ▪ Junior Parent Night (GC) Topic: Planning for Senior Year and Post-Secondary Options, College Admissions and Researching Colleges | November | 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) | Parent Feedback Survey and Form | Delivered and Coordinated by Patrick Cox |
| | 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) | Rising Senior Survey | Delivered by All Counselors; Coordinated by Patrick Cox |
| | AD;CD | ▪ Winter Junior Curriculum (GC) Topic: Selecting a College/what criteria should students consider when choosing a college | February | 11 th Grade (500+) | US History | 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) | Pre/Post Test and Survey; Tracking student usage of college research opportunities | Delivered by All Counselors; Coordinated by Patrick Cox |
| | AD | ▪ GHSGT Test-Prep Sessions (SS) Topic: Test taking strategies; Test Anxiety | February – March | 11 th Grade (80+) | GHSGT 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) | Pre/Post Survey; GHSGT and End of Course Test results | Delivered and Coordinated by Hella Peart and Tracy Tuck |
| | 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) | State reports tracking website activity and student usage | Delivered & Coordination by Shellie Caplinger & Patrick Cox |

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| 12 | CD | <ul style="list-style-type: none"> ▪ Senior Classroom Guidance (GC) Topic: Postsecondary planning, college admissions process; completing and submitting college applications; 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) | Pre/Post Test and Survey; Tracking of transcript requests, college applications, college going rate and senior exit survey | Delivered by All Counselors; Coordinated by Michael Absher |
| | CD | <ul style="list-style-type: none"> ▪ Senior Parent Night (GC) Topic: Postsecondary planning, college admissions; completing and submitting college applications; financial aid | 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) | Parent Feedback Survey and Form | Delivered and Coordinated by Michael Absher |
| | CD | <ul style="list-style-type: none"> ▪ 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 Dept Calendar (Aug) | PTSA Email Blast (Dec); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Dec) | Parent Feedback Survey and Form | Delivered by GA Student Finance Commission Guest Speaker; Coordinated by Michael Absher |
| | CD | <ul style="list-style-type: none"> ▪ GA Bridge Law Career Guidance | May | 12 th Grade (500+) | 12 th Grade Lit Classes/ Computer Lab | Posted on Counseling Website and Counseling Dept Calendar (May); English Teachers (May) | Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May) | State reports tracking website activity and student usage | Delivered & by English Teachers; Coordination by Shellie Caplinger & Michael Absher |
| 8 (Rising 9 th Grade) | AD; CD | <ul style="list-style-type: none"> ▪ 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) | Middle School Staff and Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and Counselor |
| | AD | <ul style="list-style-type: none"> ▪ 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) | Middle School Staff and Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and Counselor |

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| 9 – 11 | AD; CD | <ul style="list-style-type: none"> ▪ 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) | Student & Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Testing/AP Coordinator |
| 10 - 11 | AD; CD | <ul style="list-style-type: none"> ▪ 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 | 75+ | Various | CHS Nominating teachers and department liaisons | CHS Nominating teachers and department liaisons | Student Participation | Coordinated by Michael Absher |
| 11 - 12 | AD; CD | <ul style="list-style-type: none"> ▪ College Representative Visits (ISP/SS) | Aug – May | 800+ | Counseling Office (College & Career Center) | Fall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Morning Announcements; Email Blasts; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin Boards | Posted on Counseling Website and Counseling Dept Calendar (Aug); Email Blasts; Monthly PTSA Newsletter; Posters & Bulletin Boards | Student Participation | Coordinated by PTSA and Patrick Cox |
| | AD; CD | <ul style="list-style-type: none"> ▪ College Fairs (SS) | Aug – May | 1000+ | Varies (Events are off campus) | 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 | Student Participation | Coordinated by Hella Peart, Patrick Cox and Norma Escalera (Parent Liaison) |
| | CD | <ul style="list-style-type: none"> ▪ Scholarship Information (ISP) | Aug - May | 1000+ | Counseling Office (College & Career Center) | Fall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Morning Announcements; Email Blasts; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin Boards | Posted on Counseling Website and Counseling Dept Calendar (Aug); Email Blasts; Monthly PTSA Newsletter; Posters & Bulletin Boards | Total Amount of Scholarship Awards for Senior Class | Coordinated by Patrick Cox, Shellie Caplinger and PTSA |

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| 9 – 12 | AD; PSD | <ul style="list-style-type: none"> ▪ 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) | Exit Survey Feedback; New Student Failure Rate | Coordinated by Shellie Caplinger |
| | AD | <ul style="list-style-type: none"> ▪ 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) | N/A | Coordinated by PTSA |
| 9 – 12 | AD; PSD; CD | • School Counseling Department Website (CG/SS) | Year Round | All Students (2000) | Various Meeting Locations | N/A | N/A | Parent, Student & Staff Feedback | Shellie Caplinger |
| | AD; PSD; CD | • Counselor Advisory Council (SS) | October; April | | | Email and Phone | Email and Phone | Council Attendance and Feedback | Hella Peart |
| | AD; PSD; CD | • Instructional Leadership Team (SS) | Year Round | | | N/A | N/A | N/A | Shellie Caplinger |
| | AD; PSD | • Middle School Transition Team | Spring Semester | | | N/A | N/A | N/A | Melissa Freeman |
| | AD; CD; PSD | • Academic, Career and Behavioral Consultations (ISP) | Year Round | | | Counseling Website; Bulletin Board | Counseling Website; Bulletin Board | N/A (Varies on a case by case basis) | All Counselors |
| | CD | • Career Guidance and Exploration (ISP) | Year Round | | | Counseling Website; Individual Counseling Sessions | All Guidance Curriculum & Parent Night Presentations; Posted on CHS and Counseling Website and Counseling Dept Calendar | | |
| | AD; CD | • Post-Secondary Planning and Advising (ISP) | Year Round | | | All Guidance Curriculum Presentations; Counseling Website; Individual Counseling Sessions | | | |
| | AD | • Academic Skill Building (ISP) | Year Round | | | | | | |
| | AD | • Parent/Teacher Conferences (ISP/RS) | Year Round | | | | | | |
| | AD; PSD | • Parent/Teacher/Student Mediation | Year Round | | | | | | |
| | AD; PSD | • SST/504/IEP Meetings Support (SS) | Year Round | | | | | | |

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| | AD | •Informal collaboration with teachers for struggling students in need of additional academic support | Year Round | | | | | | |
| | AD; PSD | • New Student Enrollments (ISP) | Year Round | | | | | | |
| | AD; PSD; CD | •Providing support to teachers on selected topics of interest | Year Round | | | | | | |
| | AD; CD | •Interpreting standardized test scores | Year Round | | | | | | |
| | PSD | • Collaboration with School Social Worker and School Psychologist (ISP/RS) | Year Round | | | | | | |
| | PSD | • Community Agency Referrals (RS) | Year Round | | | | | | |
| | PSD | • Care Team Referrals (RS) | Year Round | | | | | | |
| | PSD | • Crisis Interventions (RS/ISP) | Year Round | | | | | | |
| | AD | • Dual Enrollment Information (ISP) | Year Round | | | | | | |
| | AD | • SAT and ACT Information (ISP) | Year Round | | | | | | |
| | AD | • Summer School Information (SS) | April-May | | | | | | |
| | AD | • Rising Ninth Grader Enrollments (ISP) | April-May | | | | | | |

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| 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 • Diplomas and Graduate Verification • Dual Enrollment Information • Princeton Review Liaison • Summer School Registration • Schedule students for appropriate courses • Strategic Planning Committee • CTAE Contact • PTSA Newsletter • STAR Student • NCAA Clearinghouse Contact • Online & Virtual School Contact • National Merit Scholarship Coordination • End of Year Reports • Boys and Girls State • HOPE Scholarship Verifications • Graduation Coordination | Year Round Year Round Year Round Year Round Spring Semester Spring Semester Spring Semester Spring Semester Year Round Year Round Year Round Spring Semester Year Round Year Round Year Round Fall Semester Spring Semester Spring Semester Spring Semester Spring Semester Spring Semester | All Students (2000) | Counseling Office | N/A | N/A | N/A | All Counselors All Counselors All Counselors All Counselors All Counselors Patrick Cox Michael Absher Hella Peart & Michael Absher All Counselors Shellie Caplinger Patrick Cox Patrick Cox Patrick Cox Patrick Cox Melissa Freeman All Counselors Shellie Caplinger All Counselors 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