**Fulton County Schools 2013-2014 Comprehensive School Counseling Department Action Plan**

**School: Centennial High School**  **Counseling Team**: Michael Absher, Shellie Caplinger. Patrick Cox, Melissa Freeman, Hella Peart

**Belief Statement:**

The Centennial High School counselors believe:

* All students have the ability to learn and to be successful.
* All students should have equal access to a developmental, comprehensive school counseling program.
* All students have the right to be treated with dignity and respect.
* All students have the right to a safe learning environment.
* Student diversity will be considered when planning and implementing the school counseling program.
* All students have the potential to complete high school in preparation for a variety of post-secondary options.
* School counselors serve as leaders within their school community and assume the role of student advocates for systemic change.
* All students should have access to a highly qualified, professional school counselor.

The Centennial comprehensive school counseling program should:

* Meet the needs of all students to positively impact student achievement.
* Be driven by the academic, career, and personal/social standards of the American School Counselor Association.
* Be designed and implemented in collaboration with school and community stakeholders to meet the needs of all students.
* Utilize all available school and community resources to address the needs of students.
* Use data to demonstrate the impact that the school counseling program has on student achievement, and use results obtained for program improvement.

All Centennial High School counselors:

* Will adhere to the ethical and professional standards as advocated by the American School Counselor Association.
* Will seek supervision and consultation when appropriate.
* Will participate in professional development opportunities in order to become knowledgeable of new tools and strategies that will increase the effectiveness and quality of school counseling services.

**Vision Statement:**

The students at Centennial High School will meet their maximum potential and will graduate ~~as~~ college and career ready with a plan that enables them to achieve their personal post-secondary goals.  All students will challenge themselves to pursue the most rigorous curriculum in which they can be successful, and they will engage in opportunities which both challenge and expand their knowledge, attitudes and worldview.  Centennial’s comprehensive school counseling program provides quality opportunities and resources that students and parents utilize to become active and informed participants in their own education. Centennial graduates possess the knowledge and soft skills necessary to successfully meet the challenges and expectations of today’s world, and they will be contributing, productive members of society.

**Mission Statement:**

The mission of the Centennial High School counseling program is to provide all students access to comprehensive and developmentally appropriate counseling services by using research-based, data-driven interventions that promote academic achievement, career exploration, and social/emotional growth.

**School Counseling Program Assessment completed** (ASCA National Model p. 59). Yes \_X\_ or No \_\_

**Program Goal 1 and type of data collected (Process, Perception, and/or Outcome):**

The freshman retention rate will decrease by 2% by the end of the school year.

* Process: All students in class of 2017 (approx. 500)
* Perception: Pre/Post Survey results from Freshmen Classroom Guidance Curriculum
* Outcome: %age of students who fail 1 or more classes; %age of students who earn 5 or more credits; % of students promoted to 10th grade in 2014-15

**Program Goal 2 and type of data collected (Process, Perception, and/or Outcome):**

By the end of the school year, Centennial’s graduation rate will increase by 2%.

* Process: All students in class of 2014 (approx. 400)
* Perception: Pre/Post Survey results from Senior Classroom Guidance Curriculum
* Outcome: % of students who meet all graduation requirements by May 23, 2014; % of students who meet all graduation requirements by Aug 1, 2014

**Program Goal 3 and type of data collected (Process, Perception, and/or Outcome):**

Increase the college going rate of graduating students by 2%.

* Process: All students in class of 2014 (approx. 400)
* Perception: Pre/Post Survey results from Senior Classroom Guidance Curriculum;
* Outcome: % of graduates attend post-secondary education after graduation

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| **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 how many) | **Location** | **Communication to Students**(When/How) | **Communication to Parents**(When/How) | **Evaluation and Assessment** | **Counselor****Responsible** |
| **9** | AD; PSDAD;PSDADPSDCDADPSDAD | * **Freshman Welcome (GC)**

Topic: Introductions, Accessing Counseling Services, Self-Advocating, Goal Setting* **Fall Freshman Parent Night (GC)**

Topic: Tools for Parents to Support Students in High School; Cyber-Safety Guest Speaker* **Fall Freshman Curriculum (GC)**

Topic: Achieving Academic Success, Earning and Tracking Credits, Graduation Requirements, Promotion and Eligibility Guidelines, The Impact of Zeroes* **Signs of Suicide (GC)**

Topic: Suicide Prevention* **Career Guidance (GCIS)**
* **Spring Freshman Curriculum (GC/ISP)**

Topic: Developing a 4 Year Academic Plan, Graduation Requirements, Credit Recovery, Related Courses to Post-Secondary Goals* **Girls Inc. (GC)**

Topic: Interpersonal Skills, Personal Safety Skills, Media Literacy, Self-Knowledge* **Spring Freshman Parent Night (GC/ISP)**

Topic: Developing a 4 Year Academic Plan, Graduation Requirements, Credit Recovery, Related Courses to Post-Secondary Goals | SeptemberSeptemberOctoberNovember/AprilJanuaryFebruary-MarchFebruary - AprilMarch | 9th Graders(500+)9th Grade (500+)9th Grade (500+)9th Grade (500+)9th Grade (500+)9th Grade (500+)9th Grade (500+)9th Grade (500+) | Freshmen SeminarsAuditorium9th Grade Lit. ClassesHealth Classes9th Grade Biology Classes/Computer Lab9th Grade Math ClassesSmall Group Mtg LocationCafeteria | Posted on Counseling Website and Counseling Dept Calendar (Aug);Seminar Teachers (August-Sept)Posted on Counseling Website and Counseling Dept Calendar (Aug)Freshman Welcome (Aug-Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (Oct) Posted on Counseling Website and Counseling Dept Calendar (Aug); Health Teachers (Nov/Apr) Posted on Counseling Website and Counseling Dept Calendar (May); Biology Teachers (May)Fall Freshman Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug);Math Teachers (Feb-Mar)September via Letter/Permission SlipSpring Freshman Curriculum (Mar); Posted on Counseling Website and Counseling Dept Calendar (Aug) | Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board MeetingPTSA Email Blast (Aug-Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board MeetingFall Freshman Parent Night (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Nov/Apr)Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May)Fall Freshman Parent Night (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)September via Letter/Permission SlipPTSA Email Blast (Feb-Mar); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb) | Freshman Usage of Counseling ServicesParent Feedback Survey and FormPre/Post Test and Survey; tracking of 6 Week, 12 Week and Final Semester GradesPre/Post Survey;Tracking of student referrals & crisis response following presentationState reports tracking website activity and student usagePre/Post Test and SurveyPre/Post Student Survey; Discipline ReferralsParent Feedback Survey and Form | Delivered by All Counselors; Coordinated by Melissa FreemanDelivered by Melissa Freeman &GBI guest Speaker; Coordinated by PTSADelivered by All Counselors; Coordinated by Melissa FreemanDelivered by All Counselors; Coordinated by Melissa FreemanDelivered & Coordination by Shellie Caplinger, Melissa Freeman & school counseling internsDelivered by All Counselors; Coordinated by Melissa FreemanDelivered by Girls Inc.; Coordinated by Melissa FreemanDelivered by All Counselors; Coordinated by Melissa Freeman & Shellie Caplinger |
| **10** | PSDCDAD;CDCD | * + **Spring Sophomore Curriculum (GC)**

Topic: Internet & Social Network Safety and Cyber-Bullying Awareness* + **Winter Sophomore Curriculum (GC)**

Topic: Career Exploration, Internet Resources for Post-Secondary planning, PSAT Interpretation* + **Sophomore Parent Night (GC)**

Topic: Internet Post-Secondary Planning Resources, HOPE Scholarship, PSAT Interpretation* + **Career Guidance**
 | OctoberJanuaryJanuaryMarch | 10th Grade (500+)10th Grade (500+)10th Grade (500+)10th Grade (500+) | 10th Grade Literature ClassesWorld History ClassesCafeteria10th Grade Lit Classes | Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (Oct) Posted on Counseling Website and Counseling Dept Calendar (Aug);World History Teachers (Jan) Winter Sophomore Curriculum (Jan); Posted on Counseling Website and Counseling Dept Calendar (Aug)Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (May)  | 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 (Jan)PTSA Email Blast (Jan); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (May)  | Pre/Post Test and SurveyPre/Post Test and Survey; tracking student usage of resourcesParent Feedback Survey and FormState reports tracking website activity and student usage | Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger Delivered by All Counselors; Coordinated by Hella PeartDelivered by Hella Peart and the Princeton Review Guest Speaker; Coordinated by Hella PeartAdvisement Teachers; Coordinated by Shellie Caplinger |
| **11** | AD;CDAD;CDCDAD;CDAD;CDAD | * **Fall Junior Curriculum (GC)**
* Topic: College Admissions/discussion of the factors are colleges evaluating for admission; Match/Reach/Safety Schools; Freshmen Index
* **Junior Parent Night** (GC)

Topic: Planning for Senior Year and Post-Secondary Options, College Admissions and Researching Colleges* **Career Guidance (GCIS)**
* **Junior Advisement (ISP)**
* Topic: Graduation Status Check, College & Career Goals; SAT/ACT; Post-Secondary Plans
* **Winter Junior Curriculum (GC)**

Topic: Selecting a College/what criteria should students consider when choosing a college* **GHSGT Test-Prep Sessions (SS)**

Topic: Test taking strategies; Test Anxiety | OctoberNovemberNovember-DecemberNovember – MarchFebruaryFebruary – March | 11th Grade (500+)11th Grade (500+)11th Grade (500+)11th Grade (500+)11th Grade (500+)11th Grade (80+) | US HistoryAuditorium11th Grade Lit Classes/ Computer LabCounseling OfficeUS HistoryGHSGT Remediation Seminars | Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (Oct) Fall Junior Curriculum (Oct); Junior Advisement Mtg; Posted on Counseling Website and Counseling Dept Calendar (Aug)Fall Junior Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug)Fall Junior Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug)Posted on Counseling Website and Counseling Dept Calendar (Aug);Seminar Teachers (Feb-Mar) Posted on Counseling Website and Counseling Dept Calendar (May); Biology Teachers (May) | Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)PTSA Email Blast (Feb); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb)Posted on Counseling Website and Counseling Dept Calendar (Nov); Monthly PTSA Newsletter and Exec Board Meeting (Nov-Dec)Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Oct)Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Feb) | Pre/Post Test and Survey; Tracking student usage of college research opportunitiesParent Feedback Survey and FormState reports tracking website activity and student usageRising Senior SurveyPre/Post Test and Survey; Tracking student usage of college research opportunitiesPre/Post Survey; GHSGT and End of Course Test results | Delivered by All Counselors; Coordinated by Patrick CoxDelivered and Coordinated by Patrick CoxDelivered & Coordination by Shellie Caplinger & school counseling internsDelivered by All Counselors; Coordinated by Patrick CoxDelivered by All Counselors; Coordinated by Patrick CoxDelivered and Coordinated by Hella Peart and Tracy Tuck |

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| **12** | CDCDCDCDCD | * + - **Senior Classroom Guidance (GC)**

Topic: Postsecondary planning, college admissions process; completing and submitting college applications; goal setting* **Senior Parent Night** **(GC)**

Topic: Postsecondary planning, college admissions; completing and submitting college applications; financial aid* + - **Financial Aid Night** (GC)
* Topic: Funding College, FASFA, Scholarships, Grants
	+ - **Senior Classroom Guidance (GC)**

Topic: Financial Aid; Scholarships Searches* + - **Career Guidance (GCIS)**
 | SeptemberSeptemberDecemberJanuary-FebruaryMay | 12th Grade (500+)12th Grade (500+)12th Grade (500+)12th Grade (500+)12th Grade (500+) | 12th Grade Lit ClassesAuditoriumAuditorium12th Grade Lit Classes12th Grade Lit Classes/Computer Lab | Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (Oct) Fall Senior Curriculum (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug)Morning Announcements (Dec); Posted on Counseling Website and Counseling Dept Calendar (Aug)Posted on Counseling Website and Counseling Dept Calendar (Aug);English Teachers (Oct) Posted on Counseling Website and Counseling Dept Calendar (May); English Teachers (May) | Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Sept)PTSA Email Blast (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Aug)PTSA Email Blast (Dec); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Dec)Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Jan)Posted on Counseling Website and Counseling Dept Calendar (May); Monthly PTSA Newsletter and Exec Board Meeting (April-May) | Pre/Post Test and Survey; Tracking of transcript requests, college applications, college going rate and senior exit surveyParent Feedback Survey and FormParent Feedback Survey and FormPre/Post Test and Survey;, college going rate and senior exit surveyState reports tracking website activity and student usage | Delivered by All Counselors; Coordinated by Michael AbsherDelivered and Coordinated by Michael AbsherDelivered by GA Student Finance Commission Guest Speaker; Coordinated by Michael AbsherDelivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger Delivered &by English Teachers; Coordination by Shellie Caplinger & Michael Absher |
| 8 (Rising9thGrade) | AD; CDAD | * **8th Grade Visitation Days (GC)**

Topic: Welcome, Tour CHS, Introduction to CTAE and Fine Arts Pathway programs* **Rising Freshman Parent Night (GC)**

Topic: Transitioning to High School; Selecting for Classes | FebruaryMarch | 8th Grade(500+)8th Grade(500+) | Auditorium& various classroomsAuditorium | Middle Schools’ Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug)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 Schools’ Staff; Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting (Mar) | Middle School Staff and Parent FeedbackMiddle School Staff and Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and CounselorDelivered 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) | Student & Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Testing/AP Coordinator |
| 11 - 12 | AD; CDAD; CDCD | * **College Representative Visits (ISP/SS)**
* **College Fairs (SS)**
* **Scholarship Information (ISP)**
 | Aug – MayAug – MayAug - May | 800+1000+1000+ | Counseling Office (College & Career Center)Varies(Events are off campus)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 BoardsFall Senior Curriculum (Sept); Fall Junior Curriculum (GC); Morning Announcements; Posted on Counseling Website and Counseling Dept Calendar (Aug); Posters & Bulletin BoardsFall 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 BoardsPosted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter; Posters & Bulletin BoardsPosted on Counseling Website and Counseling Dept Calendar (Aug); Email Blasts; Monthly PTSA Newsletter; Posters & Bulletin Boards | Student ParticipationStudent ParticipationTotal Amount of Scholarship Awards for Senior Class | Coordinated by PTSA and Patrick CoxCoordinated by Hella Peart, Patrick Cox and Norma Escalera (Parent Liaison)Coordinated by Patrick Cox, Shellie Caplinger and PTSA |
| 9 – 12 | AD; PSDAD | * **New Student Program (SS)**

Support Services for new students transferring to CHS during the school year* **Curriculum Night (SS)**

Event for parents and students focusing on teacher and classroom communication, expectations, course demands; grading rubric  | Aug – MaySeptember | All Transfer Students (approx. 150-200); New Student Leaders (approx 100)All Students (2000) | Counseling OfficeCHS Campus | New student enrollment meetings; Posted on Counseling Website and Counseling Dept Calendar (Aug)Morning Announcements (Dec); Posted on Counseling Website and Counseling Dept Calendar (Aug) | New student enrollment meetings; Posted on Counseling Website and Counseling Dept Calendar (Aug)Monthly PTSA Newsletter; Posted on CHS and Counseling Website and Counseling Dept Calendar (Aug) | Exit Survey Feedback; New Student Failure RateN/A | Coordinated by Shellie CaplingerCoordinated by PTSA |
| 9 – 12  | AD; PSD; CDAD; PSD; CDAD; PSD; CDAD; PSDAD; CD; PSDCDAD; CDADADAD; PSDAD; PSDADAD; PSDAD; PSD; CDAD; CDPSDPSDPSDPSDADADADAD | **·School Counseling Department Website (CG/SS)****· Counselor Advisory Council (SS)****· Instructional Leadership Team (SS)****· Middle School Transition Team****·Academic, Career and Behavioral Consultations (ISP)****· 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 Support (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****· Collaboration with School Social Worker and School Psychologist (ISP/RS)****· Community Agency Referrals (RS)****· Care Team Referrals (RS)****· Crisis Interventions (RS/ISP)****· Dual Enrollment Information (ISP)****· SAT and ACT Information (ISP)****· Summer School Information (SS)****· Rising Ninth Grader Enrollments (ISP)** | Year RoundOctober; AprilYear RoundSpring SemesterYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundYear RoundApril-MayApril-May | All Students (2000) | Various Meeting Locations | N/AEmail and PhoneN/AN/ACounseling Website; Bulletin BoardCounseling Website; Individual Counseling SessionsAll Guidance Curriculum Presentations; Counseling Website; Individual Counseling Sessions | N/AEmail and PhoneN/AN/ACounseling Website; Bulletin BoardAll Guidance Curriculum & Parent Night Presentations; Posted on CHS and Counseling Website and Counseling Dept Calendar | Parent, Student & Staff FeedbackCouncil Attendance and FeedbackN/AN/AN/A(Varies on a case by case basis) | Shellie CaplingerHella PeartShellie CaplingerMelissa FreemanAll Counselors |

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| 9 – 12 | Additional Duties & Responsibilities | **· 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 RoundYear RoundYear RoundYear RoundSpring SemesterSpring SemesterSpring SemesterSpring SemesterYear RoundYear RoundYear RoundSpring SemesterYear RoundYear RoundYear RoundFall SemesterSpring SemesterSpring SemesterSpring SemesterSpring SemesterSpring Semester | All Students (2000) | Counseling Office | N/A | N/A | N/A | All CounselorsAll CounselorsAll CounselorsAll CounselorsAll CounselorsPatrick CoxMichael AbsherHella Peart & Michael AbsherAll CounselorsShellie CaplingerPatrick CoxPatrick CoxPatrick CoxPatrick CoxMelissa FreemanAll CounselorsShellie CaplingerAll CounselorsAll CounselorsAll CounselorsAll Counselors |

**\*Guidance Curriculum =** Provides developmental comprehensive guidance program content in an systematic way to all students **\*Responsive Services** = Addresses the immediate concerns of students  **\*Individual Student Planning** = Assists students and parents in the development of academic and career plans **\* System Support** = Includes programs, staff and school support activities/services

**Advisory Council Meetings: Semester 1 date 11/21/2013 Semester 2 date 4/30/2014**

**Use of Time Assessment:**

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| **2012-13 Use of Time Data** | **Centennial Counselors** | **Fulton County Counselors** |
| Academic/Career Advisement & Curriculum percentage | 58% | 38% |
| Response Services percentage | 9% | 16% |
| System Support percentage | 18% | 20% |
| Other/Non Guidance | 15% | 27% |

 2013 Semester 1 Goal 55% 10% 20% 15%

 2014 Semester 2 Goal 55% 10% 20% 15%

Please note: 80% of Professional School Counselor time should be spent in Direct/Indirect Student Services (GA state law, Title 20-2-182, Section 15).

**\*Guidance Curriculum =** Provides developmental comprehensive guidance program content in an systematic way to all students **\*Responsive Services** = Addresses the immediate concerns of students  **\*Individual Student Planning** = Assists students and parents in the development of academic and career plans **\* System Support** = Includes programs, staff and school support activities/services

**School Counselor(s) 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) have discussed, revised (as needed), and agreed to the Comprehensive School Counseling Department Action Plan.**

**Annual Agreement: Counselor(s) Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Comprehensive School Counseling Department Plan due to Professional School Counseling Department on Friday, September 13, 2013**

**Program Goal 1 & Program Goal 2 update due to Professional School Counseling Department on Friday, December 6, 2013**

**Program Goal 1 & Program Goal 2 results due to Professional School Counseling Department on Wednesday, April 30, 2014**

**Comprehensive School Counseling Department Program results due to Professional School Counseling Department and principal on Friday, May 23, 2014**