**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; PSD  AD;PSD  AD  PSD  CD  AD  PSD  AD | * **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 | September  September  October  November/April  January  February-March  February - April  March | 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 Seminars  Auditorium  9th Grade Lit. Classes  Health Classes  9th Grade Biology Classes/  Computer Lab  9th Grade Math Classes  Small Group Mtg Location  Cafeteria | 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 Slip  Spring 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 Meeting  PTSA Email Blast (Aug-Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter and Exec Board Meeting  Fall 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 Slip  PTSA 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 Services  Parent Feedback Survey and Form  Pre/Post Test and Survey; tracking of 6 Week, 12 Week and Final Semester Grades  Pre/Post Survey;  Tracking of student referrals & crisis response following presentation  State reports tracking website activity and student usage  Pre/Post Test and Survey  Pre/Post Student Survey; Discipline Referrals  Parent Feedback Survey and Form | Delivered by All Counselors; Coordinated by Melissa Freeman  Delivered by Melissa Freeman &GBI guest Speaker; Coordinated by PTSA  Delivered by All Counselors; Coordinated by Melissa Freeman  Delivered by All Counselors; Coordinated by Melissa Freeman  Delivered & Coordination by Shellie Caplinger, Melissa Freeman & school counseling interns  Delivered by All Counselors; Coordinated by Melissa Freeman  Delivered by Girls Inc.; Coordinated by Melissa Freeman  Delivered by All Counselors; Coordinated by Melissa Freeman & Shellie Caplinger |
| **10** | PSD  CD  AD;CD  CD | * + **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** | October  January  January  March | 10th Grade (500+)  10th Grade (500+)  10th Grade (500+)  10th Grade (500+) | 10th Grade Literature Classes  World History Classes  Cafeteria  10th 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 Survey  Pre/Post Test and Survey; tracking student usage of resources  Parent Feedback Survey and Form  State reports tracking website activity and student usage | Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger  Delivered by All Counselors; Coordinated by Hella Peart  Delivered by Hella Peart and the Princeton Review Guest Speaker; Coordinated by Hella Peart  Advisement Teachers; Coordinated by Shellie Caplinger |
| **11** | AD;CD  AD;CD  CD  AD;CD  AD;CD  AD | * **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 | October  November  November-December  November – March  February  February – March | 11th Grade (500+)  11th Grade (500+)  11th Grade (500+)  11th Grade (500+)  11th Grade (500+)  11th Grade (80+) | US History  Auditorium  11th Grade Lit Classes/ Computer Lab  Counseling Office  US History  GHSGT 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 opportunities  Parent Feedback Survey and Form  State reports tracking website activity and student usage  Rising Senior Survey  Pre/Post Test and Survey; Tracking student usage of college research opportunities  Pre/Post Survey; GHSGT and End of Course Test results | Delivered by All Counselors; Coordinated by Patrick Cox  Delivered and Coordinated by Patrick Cox  Delivered & Coordination by Shellie Caplinger & school counseling interns  Delivered by All Counselors; Coordinated by Patrick Cox  Delivered by All Counselors; Coordinated by Patrick Cox  Delivered and Coordinated by Hella Peart and Tracy Tuck |

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| **12** | CD  CD  CD  CD  CD | * + - **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)** | September  September  December  January-February  May | 12th Grade (500+)  12th Grade (500+)  12th Grade (500+)  12th Grade (500+)  12th Grade (500+) | 12th Grade Lit Classes  Auditorium  Auditorium  12th Grade Lit Classes  12th 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 survey  Parent Feedback Survey and Form  Parent Feedback Survey and Form  Pre/Post Test and Survey;, college going rate and senior exit survey  State reports tracking website activity and student usage | Delivered by All Counselors; Coordinated by Michael Absher  Delivered and Coordinated by Michael Absher  Delivered by GA Student Finance Commission Guest Speaker; Coordinated by Michael Absher  Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger  Delivered &by English Teachers; Coordination by Shellie Caplinger & Michael Absher |
| 8  (Rising  9th  Grade) | AD; CD  AD | * **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 | February  March | 8th Grade  (500+)  8th Grade  (500+) | Auditorium  & various classrooms  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) | 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 Feedback  Middle School Staff and Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Transition Team Administrators and Counselor  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) | Student & Parent Feedback | Delivered by CHS Staff; Coordinated by CHS Testing/AP Coordinator |
| 11 - 12 | AD; CD  AD; CD  CD | * **College Representative Visits (ISP/SS)** * **College Fairs (SS)** * **Scholarship Information (ISP)** | Aug – May  Aug – May  Aug - 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 Boards  Fall Senior Curriculum (Sept); Fall Junior 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; 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  Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA Newsletter; Posters & Bulletin Boards  Posted on Counseling Website and Counseling Dept Calendar (Aug); Email Blasts; Monthly PTSA Newsletter; Posters & Bulletin Boards | Student Participation  Student Participation  Total Amount of Scholarship Awards for Senior Class | Coordinated by PTSA and Patrick Cox  Coordinated by Hella Peart, Patrick Cox and Norma Escalera (Parent Liaison)  Coordinated by Patrick Cox, Shellie Caplinger and PTSA |
| 9 – 12 | AD; PSD  AD | * **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 – May  September | All Transfer Students (approx. 150-200); New Student Leaders (approx 100)  All Students (2000) | Counseling Office  CHS 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 Rate  N/A | Coordinated by Shellie Caplinger  Coordinated by PTSA |
| 9 – 12 | AD; PSD; CD  AD; PSD; CD  AD; PSD; CD  AD; PSD  AD; CD; PSD  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 | **·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 Round  October; April  Year Round  Spring Semester  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  Year Round  April-May  April-May | All Students (2000) | Various Meeting Locations | N/A  Email and Phone  N/A  N/A  Counseling Website; Bulletin Board  Counseling Website; Individual Counseling Sessions  All Guidance Curriculum Presentations; Counseling Website; Individual Counseling Sessions | N/A  Email and Phone  N/A  N/A  Counseling Website; Bulletin Board  All Guidance Curriculum & Parent Night Presentations; Posted on CHS and Counseling Website and Counseling Dept Calendar | Parent, Student & Staff Feedback  Council Attendance and Feedback  N/A  N/A  N/A  (Varies on a case by case basis) | Shellie Caplinger  Hella Peart  Shellie Caplinger  Melissa Freeman  All 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 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 |

**\*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**