

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; Participation in GA Apply to College Event
- Outcome: % of graduates attend post-secondary education after graduation

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	<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
	CD	<ul style="list-style-type: none"> ▪ Career Guidance (GCIS) 	January	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 & school counseling interns
	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 	February-March	9 th Grade (500+)	9 th Grade Math Classes	Fall Freshman Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug);	Fall Freshman Parent Night (Sept); Posted on Counseling Website and Counseling Dept Calendar (Aug); Monthly PTSA	Pre/Post Test and Survey	Delivered by All Counselors; Coordinated by Melissa Freeman

		Post-Secondary Goals				Math Teachers (Feb-Mar)	Newsletter and Exec Board Meeting (Feb)		
	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
10	PSD	<ul style="list-style-type: none"> Spring Sophomore Curriculum (GC) Topic: Internet & Social Network Safety and Cyber-Bullying Awareness 	October	10 th Grade (500+)	10 th Grade Literature Classes	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Oct)	Posted on Counseling Website and Counseling Dept Calendar (Aug); English Teachers (Oct)	Pre/Post Test and Survey	Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger
	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
	CD	<ul style="list-style-type: none"> Career Guidance 	March	10 th Grade (500+)	10 th Grade Lit 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	Advisement Teachers; Coordinated by Shellie Caplinger

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
	CD	▪ Career Guidance (GCIS)	November-December	11 th Grade (500+)	11 th Grade Lit Classes/ Computer Lab	Fall Junior Curriculum (Oct); Posted on Counseling Website and Counseling Dept Calendar (Aug)	Posted on Counseling Website and Counseling Dept Calendar (Nov); Monthly PTSA Newsletter and Exec Board Meeting (Nov-Dec)	State reports tracking website activity and student usage	Delivered & Coordination by Shellie Caplinger & school counseling interns
	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	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 (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 (May); Biology Teachers (May)	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

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"> ▪ Senior Classroom Guidance (GC) Topic: Financial Aid; Scholarships Searches 	January-February	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 (Jan)	Pre/Post Test and Survey; college going rate and senior exit survey	Delivered and Coordinated by Counseling Interns; Supervised by Shellie Caplinger
	CD	<ul style="list-style-type: none"> ▪ Career Guidance (GCIS) 	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
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
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

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						

	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						

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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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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Advisory Council Meetings: Semester 1 date 11/21/2013 Semester 2 date 4/30/2014

Use of Time Assessment:

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	<u>55%</u>	<u>10%</u>	<u>20%</u>	<u>15%</u>
2014 Semester 2 Goal	<u>55%</u>	<u>10%</u>	<u>20%</u>	<u>15%</u>

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

***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

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