

Fulton County Schools 2012-2013 Guidance and Counseling Plan

***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: Westlake High School

Counseling Team: Shelia R. Jackson, Willene Freeman, B. Missy Ford, & Rod Fludd

Grade	ASCA Domain Academic Dev. = AD Career Dev. = CD Personal/Social Dev. = PSD	List activity/program and code as: Guidance Curriculum: GC* Responsive Services: RS* Individual Student Planning: ISP* System Support: SS*	Start and End Dates (if applicable)	Students Targeted (who and #)	Location	Communication to Students (When/How)	Communication to Parents (When/How)	Counselor Responsible
12	AD/CD	ISP- 12 th Grade individual Senior Meetings	Sept	All 12 th Grade Students	Office Suites	Parent phone invitation and passes sent to students prior to meeting.	Parent phone calls	Each individual counselor for appointments
9 -11	AD/CD	GC- 9 th - 11 th grade classroom guidance – What is the PSAT Test and Why is it important?	Sept	All 9 th - 11 th Grade Students	9 th & 10 th Grade social studies classes, 11 th grade Math classes	Through WHS website, Eblast, & social studies/math classes	WHS website, weekly Eblast	Each individual counselor for appointments
12	AD	ISP – 12 th grade graduation status review	Sept – May After each grading period	All 12 th graders	Office Suites	Passes sent to students prior to meeting.	Parent phone invitation prior to meeting.	Each individual counselor for appointments
9 - 10	AD/CD	GC – 9 th – 11 th PSAT Parent/Student Workshop	Sept 25 th 6:00 - 7:00	All 9 th – 11 th grade parent and students	Cafeteria	Through social studies/math classes	TWHS Eblast, automated phone service, & flyer sent home with students	All counselors

9 - 10	AD/CD	GC- 9 th – 10 th grade classroom guidance- Graduation requirements, 4 year plan	Oct	All 9 th - 10 th Grade Students	Auditorium through 9 th Grade Am Gov & World Geog. classes	WHS website, weekly Eblast & social studies classes	WHS website, weekly Eblast	All counselors
9 - 11	PSD/GC	GC - Bridge Law Requirements	Oct	All 9 th – 11 th grades	Computer Lab	WHS website, Eblast, social studies and science classes	WHS website and classes	All counselors
9-12	AD/CD	GC/SS- Apply to College Week	Nov – College Week	All Students	College and Career Center; Counseling Suite	Sign up in College and Career Center	School Calendar, College and Career Center eblast	Entire Counseling Department
9 - 12	CD	GC – The importance of the EOCT test	Nov	All students	Auditorium	Through non-EOCT classes, EOCT postcard	WHS website , eblast	All counselors
11-12	AD/CD	GC- 12 th grade Classroom guidance- College and Financial Aid	Dec	All 12 th Grade Students	Auditorium	Through Math classes	Eblast & WHS website	All Counselors
11-12	CD	GC- College Financial Aid Night	Dec 4 th 6:00 – 7:00 Auditorium	All 11 th and 12 th parents and students	Cafeteria	School Calendar, Postcard, eblast, morning announcement & WHS website	School Calendar, eblast, automated call out service & WHS website	All Counselors
	AD	GC – PSAT Interpretation	Jan	All 9 th – 11 th graders	Auditorium	Through non EOCT classes, Eblast & WHS website		
11	AD/DC	Junior Advisement	Jan – Feb	All 11 th graders	Office Suites	Parent/Student invitation sent home	Parent/Student invitation sent home, Eblast & WHS website	All counselors
9 - 11	AD/CD	College Credit Now	Feb	All 9 th – 11 th graders	Auditorium	Through non EOCT classes, Eblast & WHS website	Eblast & WHS website	All counselors

12	AD/CD	12 th Grade Bridge Law Activities	April	All 12 th Graders	Computer Lab through literature classes	Eblast, notified through ELA classes & WHS website	Eblast & WHS website	All counselors
9-12	CD	SS- College and Career Readiness	Aug- May	All Students	College and Career Center	Signs in Guidance Department, communication via website and eblast	Signs in Guidance Department, communication via website and eblast	All counselors
9-12	PSD	RS/SS- New students Orientation	Sept - April	All new 9 th -12 th grade students	Guidance Department	Through invitations sent to the students	WHS Website	Freeman
11-12	AD/CD	GC/SS- Student scholarships, newsletter	Aug-May	Mostly 11th and 12th grade students	College and Career Center; Counseling Suite	College and Career Center, website, eblast	College and Career Center, website, eblast	Entire Counseling Department
11-12	AD/CD	SS-HOPE verification	Aug-May	Seniors	Office Suites	Contacted through GA Student Finance	Contacted through GA Student Finance	Jackson
11-12	AD/CD	SS-NCAA Clearinghouse	Aug-May	Mostly 11th and 12th grade students	Office Suites	Presented in all junior and senior during advisement and posted on the website	Posted on the website	all counselors advise students and parents how to apply for the Clearinghouse Jackson NCAA Liaison

11-12	AD/CD/PSD	GC/SS- GA Merit, GA Scholars, Governors Honors, Star Student, National Merit (12 th), National Achievement (12 th)	Sept- April	10 th , 11 th and 12 th grade students	Office Suites	Identification by school staff; students contacted directly by the counselors	Students are recognized in the eblast and on the website	Jackson with support of rest of department
9-12	PSD	SS- Crisis Team	Aug - May	All students	Around the school building as appropriate	Varies as determined by intervention plan	Varies as determined by the intervention plan	Jackson and Ford with the support of the department
9-12	AD	SS- Testing administration support for PSAT, GHSGT, Advanced Placement, EOCT, GA College411 Career Interest	Sept - May	All students	Around the school building	Through non EOCT classes	Website & eblast	All Counselors
9-12	AD/PSD	SS- Recognition events- Book Awards, Atlanta Journal Cup, Faculty Cup, Ray Korc Award, Top 25 Banquet	April	All Students and staff	Around the school building, graduation	Invitations sent home	Invitations sent home	All counselors
9-12	AD	RS/ISP- Georgia Virtual, Fulton Virtual, summer school	Aug-May	All students	Office suites	Register Through counselors; students are notified and in constant communication with their counselors about failed courses	Register Through counselor; information is available on website	All Counselors Jackson liaison for GAVS
Rising 9	AD/PSD	GC- 8th grade classroom guidance- registration, transition to high school	Jan-March	All rising 9th graders	Middle School/ WHS	Materials given to MS to distribute to MS students and parents	MS parent night to address needs of parents & students; information put on website	Fludd with the support of all counselors
9-12	AD/PSD	GC-Registration for courses	Jan-April	All Students	Office Suites	Materials provided on website and	Materials provided on website and	All Counselors

						available in all office suites	available in all office suites	
9-12	AD/PSD	RS/ISP- additional support for students- SST, 504, IEP	Aug-May	All students	Office suites	Students contacted to address their needs for assistance	Communication documented through appropriate meetings	All counselors
12	AD	RS/ISP- Dual Enrollment	Aug-May	11th and 12th grade students	Office suites	Individual meetings with students interested in Dual Enrollment program	Requirements discussed at individual meetings	All counselors
9-12	PSD	RS/ISP- Conflict resolution, peer mediation, recognizing bullying and implementing appropriate strategies	Aug-May	All students	Office suites	Referrals through staff, counselor, & administration	Phone communication with the parent	All counselors
9-12	PSD	RS/ISP- Individual Counseling with social/emotional, academic, and career issues	Aug-May	All students	Office suites	Referrals through staff, counselor, & administration	Phone communication with the parent	All counselors
12	AD/CD	ISP- college letters of recommendation, evaluating transcripts, consulting with post-secondary institutions	Aug-May	All 12th grade students	Office suites	Through 12th grade classroom guidance, website, & the eblast	Through 12th grade advisement, website & the eblast	All Counselors
9-12	AD/PSD	RS/ISP- Transitioning students back from alternative programs	Aug – May	All Students	Office Suites	Individual Appointment	Individual Appointments	All Counselors
9-12	PSD	RS/ISP- Providing off campus support and referrals for students, working with school social worker	Aug-May	All students	Office suites	Referrals through staff, counselor, & administration	Phone communication with the parent	All counselors
9-12	AD	RS/ISP- Implementing appropriate strategies for	Aug-May	All appropriate	Office suites	Referrals through staff,	Phone communication	All counselors

		retention students and students failing throughout the year		students		counselor, & administration	with the parent	
9-12	AD	ISP- Enrollment, interpreting transcripts	Aug-May	All new students	Office suites	Individual appointments	Individual appointments	All Counselors
9-12	AD	SS- Communicating and partnering ESOL Department	Aug-May	All student	Various locations			Jackson
9-12	AD/CD	AD/ISP - Developing & Maintaining Graduation Status Reports	Aug-May	All Students	Office Suites	Individual appointments	Individual appointments	All Counselors
9-12	AD/PSD	RS/ISP- Parent consultation and specific intervention strategies for students	Aug-May	All students	Office suites	Referrals through staff, counselor, & administration		All Counselors
9-12	AD/PSD	RS/ISP- Teacher consultation and specific intervention strategies for students	Aug-May	All students	Office suites	Referrals through staff, counselor, & administration		All Counselors
12	AD	SS- Ensuring diplomas are ordered	April	12 th	Office suites	Verified in graduation meetings	Verified in graduation meetings	Jackson
9-12	AD/CD/PSD	SS- Distribute information about counseling department and relevant information for students related to social/emotional, career, and academic issues	Aug-May	All students	Office suites	Website , Flyer and Facebook	Website , Flyer and Facebook	All counselors