**Fulton County Schools 2013-2014 Comprehensive School Counseling Department Action Plan School:** Medlock Bridge ES **Counseling Team**: Nisha Bradley

Belief Statement:

**The Counseling Department at Medlock Bridge Elementary believes that**

* **students come first**
* **in a safe and secure environment where everybody can learn**
* **each child should be cared for as an individual**
* **we are responsible for building each child up so he/she can reach his/her full potential.**

Vision Statement: **The vision of the Medlock Bridge Counseling Department is for the students to become future leaders, problem solvers, and responsible citizens.**

Mission Statement: **My mission is to provide a comprehensive counseling curriculum that works in collaboration with parents, teachers, and the community to enhance the students’ learning in academic, personal/social, and career development.**

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):

**I will increase my direct service time from 47% to 60% this year. This will help me move closer to aligning with the ASCA National Standards. Data will be collected by tracking my hours daily in my counselor log.**

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

**I will implement all Georgia Career Lessons to every student, grades 1-5, in our building. Data will be collected by using GCIS Junior website where I can keep track of which students have received the lessons.**

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)****Required Monthly website posting of Department activities for the next month** | **Communication to Parents****(When/How)****Required Monthly e-mail blasts of Department activities for the next month** | **Evaluation and Assessment (how are you evaluating the effectiveness)** | **Counselor Responsible** |
| **K-5** | PSD | Bullying Prevention/Intervention (GC)* Classroom Guidance focusing on conflict resolution, bystanders, how to stand up for yourself
* Small Group Counseling on social skills, friendship building
* Individual Counseling on an as needed basis
* School Wide No Tolerance Program
 | August 2013- May 2014 Guidance Lessons; August 2013-May 2014  | All students grades K-5; 670 students | Guidance Classroom and Counseling Suite | Guidance Lessons are tailored to each grade level; strategies are taught for conflict resolution and when to get an adult for help. | Counseling website; parent newsletter; parent conferences | Number of discipline referrals to the office; feedback from teachers/ parents/students | Bradley |
| **K-5** | CD | Career Guidance (GCIS) (GC)* Classroom Guidance Lessons based on GA Career Lessons
* Career Day for 4th and 5th grades
* Fire Department visit for 1st graders
 | January 2014-May 2014 | All students grades K-5; 670 students | Guidance Classroom; Computer Lab | Guidance Lessons provided by the state of Georgia for grades 1-5; guidance lessons developed by counselor for Kindergarten; website | Counseling Website | GCIS Junior will track how many students have completed the required career guidance lessons | Bradley |
| **K-5** | CD | College & Career Readiness Components (GC, ISP)* Classroom Guidance Lessons that focus on connecting academic performance to career/college aspirations
* 5th grade focus on career interests and college interests
* Working with students on the retention list to help them succeed academically
* Working individually with students who have discipline problems
* Assigning at-risk students adult mentors
* Help parents locate outside resources
 | September 2013-May 2014 | All students K-5; 670 students | Guidance Classroom | Guidance Lessons; Morning News; Website | Counseling Website; Parent Newsletters | Feedback from students and teachers | Bradley |
| **5th grade** | AD, PSD | Transition Plan (GC, ISP)* Classroom Guidance Lesson on what to expect in MS
* 5th grade visits to Autrey Mill and River Trail
* Autrey Mill visits 5th graders to answer follow up questions
 | April –May 2014 | 5th Grade; 120 Students | Guidance Classroom; Middle Schools; cafeteria  | Guidance Lessons | Website | Feedback from teachers/students/middle school counselor | Bradley |
| **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)****Required Monthly website posting of Department activities for the next month** | **Communication to Parents****(When/How)****Required Monthly e-mail blasts of Department activities for the next month** | **Evaluation and Assessment (how are you evaluating the effectiveness)** | **Counselor Responsible** |
| **K-5** | PSD | Red Ribbon Week (GC)* School Wide participation in dress up themes
* Guidance Lessons focusing on health and safety
 | October 2013 | K-5; 670 Students | School Wide | Posters, Morning News, Guidance Lessons | Website; Mustang Messenger | Feedback from parents/teachers/administrators | Bradley |
| **3-5** | PSD | Peer Buddies (RS) | August 2013-May 2014 | Grades 3-5 and Autism Classroom | AU Classroom | Applications were given out to students | Parent Letter | Feedback from teachers and parents | Bradley |
| **K-5** | PSD, AD | PAL Program (RS) | August 2013-May 2014 | Grades K-5; 40 students | School Wide | Mentors met with the students | Parent Letter | Feedback/Observations | Bradley |
| **K-5** | AD, PSD | Parent Newsletter (RS) | August 2013-May 2014 | All Students | Website | N/A | Newsletter link in Mustang Messenger and on Counseling Website | Feedback/tracking how many people view newsletter on my website | Bradley |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)****Required Monthly website posting of Department activities for the next month** | **Communication to Parents****(When/How)****Required Monthly e-mail blasts of Department activities for the next month** | **Evaluation and Assessment (how are you evaluating the effectiveness)** | **Counselor Responsible** |
| **K-5** | AD, CD, PSD | Classroom Guidance – topics focus on character education (GC) | August 2013-May 2014 | All students; 670 | Guidance Classroom | Guidance lessons | Counseling Website | Post Test | Bradley |
| **K-5** | AD, PSD | Individual Counseling – on an as needed basis (RS) | August 2013-May 2014 | Any student who self-refers; parent/teacher/Admin referrals | Counselor’s Office | Website/guidance lessons | Website/Phone Call | Monitor student progress | Bradley |
|  |  | Small Group Counseling (RS) |  |  |  |  |  |  |  |
| **3-5** | AD | Testing (SS) | Oct. 2013 and April 2014 | 3rd-5th grade students | Counseling Suite | Guidance Lessons | Website | Data Talks | Bradley |
| **K-5** | AD, PSD | TIER 3, 504 (SS, ISP) | August 2013-May 2014 | Any student who is referred  | Counseling Suite | N/A | Phone Calls, Parent Notification Letter, Conferences | Data Collection | Bradley |
| **K-5** | PSD | Signs of Suicide (RS)* Individual counseling with students who show signs that cause concern
* Parent meetings to give outside referrals/resources
 | August 2013-May 2014 | ALL | Counselor’s Office | Meet with students who make suicidal comments | Call and notify parents; parent conference | Discuss intervention plans | Bradley |

**Advisory Council Meetings**: Semester 1 date **October 2013** Semester 2 date **April 2013**

Use of Time Assessment:

2012-2013 Academic/Career Advisement & Curriculum percentage \_38%\_\_\_; Response Services percentage \_16%\_\_\_; System Support percentage \_20%\_\_\_; Other/Non Guidance \_27%\_\_\_

 2013 Semester 1 Goal \_40%\_\_\_ \_20%\_\_\_ \_20%\_\_\_ \_20%\_\_\_

 2014 Semester 2 Goal \_40%\_\_\_ \_20%\_\_\_ \_20%\_\_\_ \_20%\_\_\_

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**