

# Counseling Department Board Report

January 2019

Reporting on 2017-2018 School Year

Susan Andree, Brittany Morgan, Daniel Conner,  
Twila Cowden, Katie Parris

# Suggested Use of Counselor Time

Component	Elementary School	Middle School	High School
Curriculum	35-45%	25-35%	15-25%
Individual Planning	5-10%	15-25%	25-35%
Responsive Services	30-40%	30-40%	25-35%
System Support	10-15%	10-15%	15-20%

**Note: 100% of a school counselor's time should be devoted to the implantation, delivery, and management of the guidance and counseling program.**

<http://www.missouricareereducation.org/doc/guidemanual/SectionII.pdf>

# Elementary School Time Task Analysis

Component	Fall 2017	Spring 2018
<b>Curriculum- 35-45%</b>	<b>29%</b>	<b>31%</b>
<b>Individual Planning- 5-10%</b>	<b>3%</b>	<b>1%</b>
<b>Responsive Services- 30-40%</b>	<b>34%</b>	<b>31%</b>
<b>System Support- 10-15%</b>	<b>32%</b>	<b>29%</b>
<b>Barriers- 0%</b>	<b>2%</b>	<b>8%</b>

\* Note: Percentage of barriers is high in Spring of 2018 because Susan had extended medical leave which left Brittany to do MAP testing for the first time by herself.

\* Some of the barriers to implementation that showed up in last year's data was MAP testing coordination and tasks involving the BackSnack program.

# Middle School Time Task Analysis

Component	2017-2018 School Year
Curriculum- 25-35%	7%
Individual Planning- 15-25%	14%
Responsive Services- 30-40%	45%
System Support- 0-15%	31%
Barriers- 0%	3%

\*Note: Twila's data only. Twila was Bright Futures & 6th Grade Counselor.

\*Curriculum is low because Ms. Adams was in charge of majority of Advisory Curriculum

\*System Support is high largely due to number of high needs students & supporting other staff

\*Barriers is lower than expected because Twila had one grade level of 504s and Ms. Adams was MAP Coordinator

# High School Time Task Analysis

Component	2017-2018 School Year
Curriculum- 15-25%	9%
Individual Planning- 25-35%	25%
Responsive Services- 25-35%	35%
System Support- 15-20%	28%
Barriers- 0%	3%

\*Barriers included ACT, Aspire, PreACT, and ASVAB testing and coordinating, as well as EOC testing and coordinating

\*Additional guidance curriculum is presented from State Fair presenters

# \*High School/Middle School Time Task Analysis

Component	Fall 2018- Mr. Conner
Curriculum- 20-30%	10%
Individual Planning- 20-30%	11%
Responsive Services- 30-40%	41%
System Support- 10-20%	35%
Barriers- 0%	3%

\*Components in green are an average of Middle and High School recommendations

\*Responsive Services is high due to high need students

\*Individual Planning will increase in Spring as I will begin to audit transcripts of freshman and create plans of study for 8th grade

\*System Support is high because of “fair share” responsibilities and consultation

\*Barriers include the distribution/collection of 504 plans

# Elementary Counselor Responsibilities

- Back to School Night
- New Student Enrollment
- Fair-Share Responsibilities
  - Morning Car and Bus Duty (Daily)
  - Afternoon Bus and Walker Duty (Daily)
  - Lunch Duty (Daily)
- Delivery of Comprehensive Guidance & Counseling Curriculum
- 504 Coordinator
  - > Research best practices for strategies to support students with mental or physical impairment
  - > Attendance
- Consultation w/ Admin., Teachers, Parents
- School Wide Curriculum Activities:
  - >Growth Mindset
  - >Career Day
  - >Kindness Week/Pennies for Patients
- Small Groups: New Student, Social Skills, Leadership, Good Work Habits
- P/T Conferences
- Counselor Consultation
- Participation in Continued Education
- Individual Counseling per administrator, teacher, student and parent request
- MAP Testing Coordinator
- Support positive school climate with teacher assistance
- Liaison to outside agencies, such as Child Protective Services, Pathways, Cornerstones of Care, etc.
- Assist with student transitions in and out of district
- At-Risk Support
- Bulletin Board Content
- Attendance at IEP Meetings
- Attendance Court Participation
- Monthly District Counseling Meetings
- Development of Surveys
- Data interpretation to enhance program effectiveness

# Elementary Scope and Sequence

MONTH	GUIDANCE CURRICULUM	
<b>August</b>	Get to Know/Orientation to Counseling Services Synergy/Working together	Cooperation
<b>September</b>	Relationships-friendships & relational aggression Handling feelings	Conflict resolution /I messages Respect differences
<b>October</b>	Growth Mindset Relationships-How to be a friend	Responsibility
<b>November</b>	Citizenship Monthly Newsletter	Giving back to your community
<b>December</b>	Gratitude Empathy Anger Control	Finding things in which to be grateful Good Work Habits
<b>January</b>	Optimism Transitions Careers (Values)	Goal Setting Test Taking Skills
<b>February</b>	Compassion Decision making/Transitions Careers	Pay It Forward Group Understanding/Acceptance
<b>March</b>	Perseverance Caring for Self/Positive choices Cooperation	Stress Reducers Safety
<b>April</b>	Integrity Concentration	Test taking & Study Skills Listening & Communication Skills
<b>May</b>	Courage	Expectations/Transitions/ 5th Grade transitions.



# Middle School Counselor Responsibilities

## Mrs. Cowden

- \*6th & 7th Grades
- \*504 Coordinator (6-7th)
- \*MAP Coordinator
- \*Weekly Newsletter
- \*Bright Futures Site Council
- \*5th Grade Transition to MS
- \*Red Ribbon Week
- \*Kindness Week
- \*Lunch Duty (Daily)
- \*Bus & Gym Duty (Weekly)

## Shared

- \*Advisory Course Curriculum
- \*Individual Counseling
- \*Small Group Counseling
- \*Enrollment / Schedules
- \*At Risk Support
- \*Monitor Tardies /Grades
- \*Classroom Guidance Lessons
- \*Behavioral & Academic Plans
- \*Signs of Suicide Program
- \*Program Evaluation
- \*Missouri Connections
- \*Career Day
- \*Attend Grade Level Team Mtngs
- \*Attend Monthly Counselors Mtngs
- \*Attend IEP / 504 Mtngs
- \*Bulletin Boards

## Mr. Conner

- \*8th Grade
- \*504 Coordinator (8-12)
- \*8th Grade Transition to HS
- \*Plan of Study
- \*NAEP Coordinator
- \*Lunch Duty (Daily)

# Middle School Scope and Sequence

MONTH	ADVISORY & COUNSELING CURRICULUM / BUILDING INITIATIVES
<b>August</b>	Enrollment and New Student Groups, Digital Citizenship, Study Skills
<b>September</b>	No Bully Schools Program, Spirit Week
<b>October</b>	Red Ribbon Week / Drug & Alcohol Prevention, Peer Pressure, Parent/Teacher Conferences
<b>November</b>	Careers (Missouri Connections Program), Gratitude Community Initiatives: Trees for Holden Manor, Food Drive, Adopt-A-Family
<b>December</b>	Social Skills (Communication, Conflict Resolution, Boundaries) Academic Plans / Support
<b>January</b>	Setting SMART Goals, Diversity & Inclusion, Kindness Week & Project
<b>February</b>	Mindfulness & Coping Skills Relational Aggression & CyberBullying
<b>March</b>	Careers, 8th Grade Plan of Study
<b>April</b>	MAP Prep Teacher Appreciation Projects
<b>May</b>	Transitions & Enrollment (5th to 6th and 8th to 9th) Academic Plans / Support Career Day

# High School Counseling Responsibilities

Mr. Conner

- \*8th grade and Freshman
- \*Military liaison
- \*504 Program Coordinator
- \*ASVAB Testing
- \*Boys/Girls State
- \*College and Career Aptitude (PreACT, ACT Apsire, PSAT)
- \*ACT Coordinator

Mrs. Smith

- \*Financial Aid Night
- \*FAFSA workshop
- \*Home visits - attendance
- \*Medicaid
- \*Career Day
- Liaison to outside agencies, such as Child Protective Services, Pathways Cornerstones of Care, etc.
- \*Lifeskills Program
- \*Trusted Adult Training

# High School Counselor Responsibilities

Ms. Parris

- \*Meet with every Sophomores, Juniors, Seniors
- \*Participate in WEMET (Western Missouri Educational Technology Consortium) and support of Dual Credit Program
- \*Dual Credit Coordinator
- \*EOC Building Test Coordinator
- \*NCAA Eligibility Center manager
- \*Aide in enrollment procedures
- \*Liaison with Warrensburg Career Center
- \*Summit Technology Academy Liaison
- \*Foster positive student-teacher relationships
- \*Assist with safety and behavior plans and management
- \*Assist in developing crisis plan
- \*Manage Google Classroom for Sophomores, Juniors, Seniors
- \*Promote scholarship opportunities for Seniors
- \*Assist in registration for ACT, preSAT
- \*Help seniors complete scholarship applications
- \*Assist in building-wide drug testing days
- \*Senior class sponsor

# High School Shared Responsibilities

- \*Individual Counseling
- \*Small Group Counseling
- \*Classroom Guidance Lessons
- \*Enrollment
- \*Credit checks for graduation requirements
- \*Exit, transfer, or drop out process
- \*At-Risk support
- \*Scheduling
- \*Official transcripts (with registrar)
- \*Bulletin board content
- \*Nominations of students to leadership development conferences, scholarships, etc.
- \*Reference letters for students as requested
- \*Participation in graduation planning and ceremony
- \*Attendance at IEP/504 meetings
- \*Lead weekly guidance Dept. meetings
- \*Development of surveys
- \*Data interpretation to enhance program effectiveness
- \*Freshman Team
- \*Missouri Connections

# Comprehensive Guidance Program – Holden High School

## 2018-19 Dates

- August 2: 8 am-8 pm New Student Enrollment (Elementary School)
- August 7: Freshman Kick-off (10:00 am – 1:00 pm)
- August 10: September ACT test registration deadline
- Sept.6-7: Senior Timeline Visits (Senior English Classes) Tentative
- Sept 6-7: Junior Timeline Visits (Junior English Classes) Tentative
- Sept. 8: ACT TEST at Holden High School (8:00 – 12:00 pm)
- Sept. 11: Study Skills/Stress Management (Freshman English)
- Sept. 17-20: Signs of Suicide (SOS) Implementation (Grades 9-12)
- Sept. 18: Financial Aid Literacy/Countdown to College (Senior English)
- Sept. 19-20: Countdown to College/Getting the Most from College Visits (Senior English)
- Sept 25: SFCC Career Day (9:00-1:00) Freshman/Sophomores
- Sept. 26: Financial Aid Literacy/Countdown to College (Senior English)
- Sept. 27: Study Skills/Social Media Awareness
- Sept. 27: Warrensburg College Fair at Warrensburg High School Soph-Seniors who sign up in advance
- Sept 28: October ACT test registration deadline
- Oct. 1: Can begin FAFSA submission
- Oct. 3: Financial Aid Night at Warrensburg High School (6:30-7:30 pm)
- Oct. 10: PSAT (8:10-11:20 am)
- Oct. 11: Major Testing Day (ASVAB (All Juniors) Senior Community Service Activities) Grades 9-12
- Oct. 16: Kansas City National College Fair (8:30-11:30 am) Juniors/Seniors who sign up in advance
- Oct. 22: Signs of Suicide (SOS) Training for Trusted Adults (6-7 pm) in the Holden High School Library
- Oct. 24: FAFSA Night (6:30-8:00 pm) in Middle School Library
- Oct. 27: ACT TEST at Holden High School (8:00 – 12:00 pm)

# Comprehensive Guidance Program – Holden High School

## 2018-19 Dates

- Nov. 2: December ACT test registration deadline
- Dec. 8: ACT TEST at Holden High School (8:00 – 12:00 pm)
- Jan. 11: February ACT test registration deadline
- Jan. 15: Scholarship Essay Writing (Senior English)
- Jan. 23: Scholarship Essay Writing (Senior English)
- Feb. 9: ACT TEST at Holden High School (8:00 – 12:00 pm)
- Feb. 11: College Connection (Freshmen English)
- Feb. 19-May 25: EOC Testing Window
- Feb. 19-22: Incoming Freshman Enrollment Presentations (Middle School)
- Feb. 28: Career Day (8:30-10:30 a.m.)
- Mar.1: 8th grade enrollment (6-8 p.m.)-Tentative
- Mar. 8: April ACT test registration deadline
- Mar. 28-30-2018-2019 Enrollment begins
- April 3: ACT District Testing (All Juniors) 8:30-1:00 pm; Pre-ACT (All Soph); Aspire (All Fresh)
- April 13: ACT National Test
- May 3: June ACT test registration deadline
- June 8: ACT Test
- June 14: July ACT test registration deadline
- June 30: FAFSA deadline
- July 13: ACT Test

# High School Life Skills

## 10 Class Periods

The Value of Good Health--1

Decision Making--1

Risk Taking & Substance Abuse--1

The Media and Health--2

Managing Stress, Anger & Other Emotions--1

Family Communications--2

Healthy Relationships--2



# High School SOS (Signs of Suicide)

- \*Trained each grade level and offered opportunity for individual/group sessions

- \*SAP referrals were given out to 10 students

- \*Follow-up sessions have been continued

- \*Students seemed to take it seriously and respected presenters

# Middle School SOS (Signs of Suicide)

	Talked to 2018	Referred 2018	Talked to 2017	Referred 2017
6th	21	2	19	5
7th	13	8	15	11
8th	18	5	18	7
Total	52	15	52	23

We have noticed a change in culture at the Middle School with this program. Students seem more aware of their language and counselor continue to get students reporting concerns about other students throughout the year. Thanks again for the SAP for easy referral!

# How Social Worker Is Beneficial

## Elementary

- \*Implementation of more groups: New Student, Social Skills, Good Work Habits, and Leadership groups.
- \*Increased availability to support teachers more directly in building one on one relationships with students.
- \*Removal of some barriers (e.g. BackSnack and Christmas Gift Program)
- \*Support with school-wide curriculum programs and community outreach.

## Middle & High School

- \*Attendance/Truancy, Follow-up on Referrals, Assist with ISS Students, Support with school-wide initiatives (e.g. SOS Program, Career Day), Coordination with Outside Agencies

# Challenges

## Elementary

- \* None other than normal everyday challenges of educating/counseling students.
- \* Possible future challenge: Parent participation in parent education opportunities.

## Middle

- \* Adjustment to 1/2 counselor present in building

## High

- \* Adjustment to 1/2 counselor present in building

# Goals & Initiatives

## Elementary

- \* Increase Individual Planning
- \* Provide Opportunities for Parent Education

## Middle

- \* Internship Student from UCM
- \* Building Wide Mindfulness Program

## High

- \* Internship Student from UCM
- \* Small Groups

## District Wide

- \* Data Tracking
- \* Addition of Counseling Advisory Council

# Internal Improvement Review

## Section Analysis

Element	% Implementation
Program Foundation	94%
Systems Support	84%
Curriculum	91%
Individual Planning	96%
Responsive Services	100%
Overall Program	93%