

Instructions: Annual Comprehensive School Counseling Plans is an important data-driven, district-wide tool used to identify school counseling program goals, action plans and calendars related to the academic, career/college and social-emotional development of all students. All school counseling departments within Fulton are required to submit an annual plan for the current school year. Annual plans & calendars are due: August 31st. Feedback set to be given on or around September 30th. It is strongly recommended that counseling departments schedule formal meetings with school administration to share their annual plans and calendars before submission.

Section I- School Information

Level: Elementary Middle High

School Name: C. H. Gullatt Elementary

Name of Principal: Shawanna Arnold

Name of Assigned Administrator: NA

Name of Head/Lead Counselor (if applicable): NA

Name of ASCA Program Planner: NA

Counselor Ratio & Caseload

Counselors are assigned Grade Level Alphabet(Student Last Name) Other: __Schoolwide _____

Counselor Name	Assigned Student Caseload	Student Caseload Size
Aundrea Hammock	ALL	697

(Please list each counselor, their assigned grade level or student alpha caseload and caseload size)

Counseling Department Information

Webpage Address: <https://www.fultonschools.org/domain/4873>
<https://hammockcounseling.weebly.com/>

It is strongly encouraged that all counseling departments create and maintain a webpage.

Social Media Usernames (if applicable): NA

Instagram:

Twitter:

Other:

Section II- 2020-2021 Time Distribution

Document your previous school year's usage of time and share the information with your school leadership team. Discuss the ASCA recommended guidelines for school counselor time usage and identify areas where changes are needed to be in alignment with the ASCA National Model.

School Counseling Services		Planned Distribution	Recommended Time Distribution
Direct Services to Students	<p>Instruction: Teaching the school counseling curriculum to students focused through the lens of the ASCA Mindsets & Behaviors to students maximize their potential by enhancing academic, career and social emotional development and improving outcomes of achievement, attendance and discipline; may occur in classrooms, large and small groups, or individually. Examples: Classroom guidance curriculum; student/parent meetings/counseling</p>	5%	
	<p>Individual Student Planning (Appraisal & Advisement): helping students understand their abilities, values and career interests and attain the ASCA Mindsets & Behaviors for Student Success; often results in students establishing personal goals and developing future plans; may occur with individual students small groups and in classroom setting.</p>	1%	
	<p>Responsive Services (Counseling): the professional assistance and support provided to a student or small group of students during times of transition, heightened stress, critical change or other situations impeding student success; short term and based on counseling theories and techniques effective in a school setting. Examples: Short-term, goal-focused counseling for students navigating critical situations; school wide support in emergency or crisis situations.</p>	36%	80% or more
Indirect Services to Students	<p>Referrals: occurs when students needs extend beyond the training and or responsibility of the school counseling role; referrals are as varied as the needs presented by students Examples: academic support- tutoring, college planning websites, employment training, community agency referrals</p>	2%	
	<p>Consultation: the process of providing information, opinions and recommendations to individuals who can support a student's need or seeking information from an expert about student needs. Example: sharing strategies that support student achievement with parents, teachers, other educators, and community organizations.</p>	2%	
	<p>Collaboration: the process in which multiple individuals work toward a common goal and share responsibility for the associated tasks- teaming and partnering, school/district committees, parent workshops, community partnership, crisis response.</p>	6%	
Program Support	<p>Define, manage, assess: includes all tasks associated with defining, managing and accessing the program. Fair-share duties: includes assigned to everyone in the building that help with the safety and efficiency of the school (bus duty, lunch duty, etc.)</p>	34%	20% or less
Non- School Counseling Tasks	<p>Duties or tasks outside of the school counselor's role and impeding the implementation of a comprehensive school counseling program. Examples: coordinating cognitive, aptitude and achievement testing programs, covering classes, data entry, records maintenance. NOTE: The goal is to limit these duties as much as possible.</p>	14%	

*Counselors should submit their time monthly by the 5th of each month. [Instructions for Submitting Time via Monthly Logs](#)

Section III - 2020-2021 Mission & Vision Statement

School Mission	School Counseling Department Mission
<p>Your mission statement should describe what the school counseling program does. It defines how your counseling program reaches the results described in your vision. Refer to page 16-21 of the ASCA National Model Implementation Guide</p>	<p>The mission of the Gullatt Elementary Counseling Department is to provide a comprehensive program for K-5 students, within a safe and supportive environment, that focuses on students' academic, personal, social, emotional and career development. The Counseling Department values the collaboration among parents, staff, and community members and strives to increase capacity and drive student achievement towards the goal of developing lifelong learners.</p>
<p>We will prepare stakeholders by collaborating, increasing our capacity and creating opportunities for success.</p>	
<p>Your vision statement communicates the ultimate outcome for your students in the future specifically related to achievement, career, social emotional or other outcomes. It describes in detail what you hope to see in students in the next 5 to 15 years. Refer to page 11-15 of the ASCA National Model Implementation Guide</p>	<p>The vision of Gullatt Elementary's School Counseling program is for every student to reach his/her fullest potential. Students will receive the academic, social, emotional and career support to ensure the development of life learning skills needed to become productive and respectful citizens in our society.</p>
<p>Our vision as a community is to prepare students to meet the challenges of society.</p>	

Section IV - Data Review & School Needs

School Counseling Programs should be established and driven by school and student data. To create your school's data story, take time to review your school improvement plan, school data reports, other data resources (e.g., student behavior surveys, climate surveys, school engagement surveys, etc.). Be sure to review available school data reports for previous years to identify trends. For example: Is there a subgroup that historically underperforms on standardized achievement benchmarks? Is there a grade level that historically has the most absences? Is there a subgroup that historically receives the majority of discipline referrals?

After a review of school data, identify the highest areas of need in the following areas:

- Achievement
- Attendance
- Discipline

Identify and prioritize data points you will address through your school counseling program (ie. decrease suspension rate, increase graduation rate, decrease discipline referrals, etc.) The below data points can include your two student outcome goals but can also address other areas in addition to your goals. Most data points should address achievement, attendance, discipline. However, feel free to include additional areas based on student need. (ie. support groups or initiatives for students struggling with anxiety or depression.)

Data Points	How Addressed Through the School Counseling Program
1. % of students meeting grade level expectations on Iready Diagnostics for Math and Literacy by May 2021	1. Monthly Core Curriculum Instruction, Frequent Student and Parent Contact and Monitoring, hosting various monthly student and family centered engagement activities, help students with leadership and character development through the use of student-led activities such as Student Council and Kind Kids Clubs projects/activities
2.% of students scoring 80% or higher on SEL quizzes	2. Core Curriculum Instruction and SEL support centered around self-awareness, self-management, Individual and Group Counseling, and Lunch-N-Learns

Section V- School Counseling Program SMART Goals and Action Plans

Student outcome goals must include an end date, targeted group, what you desire to happen (ie: increase/decrease something regarding achievement, attendance or behavior), measure of change from baseline data to target data (ie: from 82% to 85%.) Remember goals need to address academics, behavior or attendance. Goals must not address tasks a counselor must complete. **In addition to listing below, submit your two student outcome goals here: [Student Outcome Goals](#)**

Annual Student Outcome Goal #1: Ensure that your goal fits into the [Student Outcome Goal Template](#). If your departments student outcome goals do not fit into the provided template, the goal is not accurate.
By May 2021, the number of students in grades K-5 target group, who earned an INCOMPLETE during the previous academic school year due to a lack of engagement, will decrease by 50% from 52 to 26 students.

Supplemental Data: What factors contribute to the problem/issue this goal is addressing?
Factors that may have played a role in the lack of engagement include sudden school closure due to Covid-19 pandemic; a lack of technology and adequate support from trusted adults; and personal/social/emotional/home/life stressors.

Mindsets & Behavior Data: Identify one–two ASCA Mindsets & Behaviors most relevant for this targeted group and goal. [ASCA Mindsets and Behaviors handout](#)

ASCA Mindset & Behavior #	Statement
M 1	Belief in development of whole self, including a healthy balance of mental, social/emotional, and physical well-being
M 6	Positive attitude toward work and learning

Based on the selected ASCA Mindsets & Behaviors, write one–two learning objectives/competencies students need to learn.
Student will demonstrate ability to overcome barriers to learning.
Student will demonstrate ability to manage transitions and ability to adapt to changing situations and responsibilities.

Activities/Strategies/Plans/Interventions implemented by school counselors. **Student Outcome Goal #1 Plan:** What will your department do to accomplish this goal? **Be as detailed as possible.** List

- Daily/Weekly Attendance Monitoring
- Small Group Lunch-N-Learns
- Weekly student contact and monitoring
- Consultation and collaboration with parents and teachers
- Engage students in scheduled parent and family engagement activities
- Mentorship
- Develop leadership and character-building skills by engaging students in school clubs, projects, and activities

Annual Student Outcome Goal #2: Ensure that your goal fits into the [Student Outcome Goal Template](#). If your departments student outcome goals do not fit into the provided template, the goal is not accurate.

By May 2021, the number of students in grades 3-5 target group, who missed 7 or more days of school during 2019-2020 school year, will decrease by 5 percentage points from 45% to 40%.

Supplemental Data: What factors contribute to the problem/issue this goal is addressing?

Though the data obtained occurred BEFORE the sudden school closure due to Covid-19 Pandemic, however, similar factors such as a lack of parental/adult support at home to ensure school attendance, improper/inadequate attendance monitoring and SSW referrals, as well as personal/social/emotional/home/life stressors.

Mindsets & Behavior Data: Identify one–two ASCA Mindsets & Behaviors most relevant for this targeted group and goal. [ASCA Mindsets and Behaviors handout](#)

ASCA Mindset & Behavior #	Statement
M 2	Self-confidence in ability to succeed
M 3	Sense of belonging in the school environment.

Based on the selected ASCA Mindsets & Behaviors, write one–two learning objectives/competencies students need to learn.

Student will create relationships with adults that support success.

Student will participate in enrichment and extracurricular activities.

Student Outcome Goal #2 Plan: What will your department do to accomplish this goal? **Be as detailed as possible.** List Activities/Strategies/Plans/Interventions implemented by the school counselors.

- Daily/Weekly Attendance Monitoring
- Small Group Lunch-N-Learns
- Weekly student contact and monitoring
- Consultation and collaboration with parents and teachers
- Engage students in scheduled parent and family engagement activities
- Mentorship
- Develop leadership and character-building skills by engaging students in school clubs, projects, and activities
- Provide student incentives for Perfect Attendance
- Reiterate to student the role of School Counselor is that of a Trusted Adult and Student Advocate

Section VI- Personal Departmental Goal:

List two things your department will work to improve on. (ie. Counselors would like to increase visibility and personal connection to student population, or the department will better promote counseling program to school community. Be sure to include how you will achieve this goal.

<p>Departmental Goal 1:</p> <p>School Counselor would like to increase the percentage of Direct and Indirect Services to students from 52% to 80%.</p>	<p>How will your team achieve this goal?</p> <p>School Counselor will do a better job in protecting the schedule to complete Direct and Indirect Services to students as so outlined in this Annual Calendar/Plan.</p>
<p>Departmental Goal 2:</p> <p>School Counselor would like to receive Professional Development/Support on how to successfully make data work in my Counseling Program.</p>	<p>How will your team achieve this goal?</p> <p>School Counselor will set aside time to collaborate with colleagues who have successfully completed RAMP Recognition.</p>

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Section VII- School Counseling Annual Calendar Instructions

Use the following template for your annual calendar and submit it in addition to your annual plan.

Your Comprehensive School Counseling Department Calendar MUST include the following Fulton School District mandated programs and services and should be listed on your calendar:

Classroom Counseling Lessons for each grade level (Please note: Classroom Counseling Lessons are expected to be delivered to all students in elementary and middle school on a monthly basis. ES/MS are required to list specific lesson topic for each month.)

- Small Group Counseling,
- Individual Counseling,
- Mandatory Student Meetings (ie. Junior Conference)
- Bullying Prevention/Intervention Programs and Services (Conflict Resolution), Red Ribbon Week, Mental Health Awareness Week, etc.
- Career & Career Counseling/Readiness Programs, Lessons and Services (include required Bridge Law activities or career days/weeks/initiatives for grades K- 12th)
- Transition meetings/events/workshops for 5th, 8th and 12th grade students
- Signs of Suicide (MS/HS only)
- Think First, Stay Safe (ES only)

The annual calendar should contain all school counseling activities that are coordinated and/or delivered by the school counselor(s). This includes but is not limited to the following:

- Parent Nights,
- Student/parent/teacher meetings,
- Standardized test dates,
- College and career nights,
- And other evening activities provided to the school/ community.

*The school counseling annual calendar must be published on your counseling program website and/or general school site and should also be distributed/published in appropriate locations (Counseling office, Career Center, program newsletter, school newsletter, e-mail and provide hard copies to all school administration, etc.)

Head/Lead Counselor Signature _____

Date _____

Section VII con't- School Counseling Annual Calendar

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support. Include dates.

		Delivering
<p>Month</p>	<p style="text-align: center;">Direct Student Services, Activities, Events</p> <p>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights and other school counseling related events, etc.) * this calendar is shared with school community (students & parents)</p> <ul style="list-style-type: none"> • Individual Counseling/Student Meetings • Small Group Counseling/Student Meetings/Lunch-N-Learns • Individual Student Planning • Facilitate Crisis Response protocols as needed • Provide Responsive Services to students based on concerns from teachers, parents, and administration • Provide SEL Module support to students • Provide monthly classroom instruction to K-5 • Work with CEIS caseload/targeted students who were/are academically nonengaged • Contact caseload students on Mondays, Thursdays, and Fridays based on teacher comments and observations retrieved from DBR Behavior Information Response form • Check in with CEIS caseload regarding student attendance on Tuesdays and Wednesdays via Classroom Observations and Infinite Campus; call student into LIVE lesson if absent; if no response, contact student to discuss importance of school attendance • Reward students for monthly Perfect Attendance • Work with Student Leadership Groups: Student Council and The Kind Kids Club on various monthly projects • Distribute Blessing in a Bag food bags to students 	<p style="text-align: center;">Indirect Student Services/Activities, Program Planning & Support, & Other Responsibilities</p> <p>(Significant collaborations, leadership and advocacy activities, scheduling, transcript review, registration, Dept Meetings, other meetings, etc.) **this calendar is shared with counseling team, school staff and admin.</p> <ul style="list-style-type: none"> • Review DBR Behavior Information Response form on Mondays, Thursdays, and Fridays and contact parents based on teacher comments and observations • Check caseload student attendance on Tuesdays and Wednesdays via Infinite Campus and Classroom Observations; if absent, will call student into LIVE lesson; if no response, contact parents to discuss importance of school attendance • Provide SEL Module support to designated School Champion, parents, and teachers • Collaborate with Administrative Assistant/CEIS regarding students who are nonengaged • Collaborate with teachers, administration, parents, Parent Liaison, SSW, Communities in Schools, and community stakeholders, and religious organizations regarding basic family essentials such as clothing, food, and shelter, as well as engagement opportunities and student and parent incentives, Blessing in a Bag and Angel Tree programs • Collaborate with Community Business Partners, Family Ties, Religious Organizations, Local Colleges, Employment and Financial Institutions, Women's Center of Excellence, Parent Liaison, SEL Champion, and Staff sponsored committees to host various monthly parent and family engagement events for students and families • Coordinate Parent of the Month and Perfect Attendance recognition programs for parents • Mental Health Referrals for Services for students and families • DFACS Referrals for Services for families
<p>Ongoing Services</p>		

		<ul style="list-style-type: none"> • Collaborate with stakeholders regarding Community Services and Resources • Participate in School Counselor Collaboration Meetings across various SLC/Zones • Participate in District and Elementary School Counseling Meetings and Professional Development • Participate in District Section 504 Meetings and Professional Development • Participate in Administrative Team Meetings • Attend Title I Meetings and Professional Development • Participate in Faculty Meetings and Professional Development • Collaborate and facilitate Section 504 meetings and new referrals to include staff, parents, School Psychologist and Cluster Nurse • Collaborate and co-facilitate joint meetings with SST Chair, IST, and School Psychologist to discuss updates, behavior interventions, and protocols to address students' academic and behavioral concerns • Support Data Clerk with Registration and Scheduling needs • Generate Counselor's Corner and Parent Engagement blurbs for school newsletter and website • Update and maintain School Counseling website and Counseling Department and Title I sections of school's website • Daily assigned Dismissal Duty
August	<ul style="list-style-type: none"> • Virtual Open House for students and families • Curriculum Night to provide students and families with an overview of Universal Remote Learning and expectations • Technology Workshop #1 for students and families for an Introduction and Technical Support with Microsoft TEAMS and Classlink 	<ul style="list-style-type: none"> • ASCA Program Planning Session • Section 504 BOY Training • Title I Family Engagement Input Training • Section 504 Infinite Campus Support Training • Participate in Preplanning Professional Development (district, Title I, faculty, Section 504, and Counseling) • Program Planning for annual K-5 lessons, events, and activities • Program planning for annual Parent, Family and Community events • School Counselor Overview for Staff • Collaboration: Provide Section 504 Plan overview with teachers to discuss students' medical related accommodation plans • Collaborate with Data Clerk to provide registration and scheduling assistance for new students, as needed • Collaborate with Principal, CST, and Parent Liaison to host monthly parent and family engagement events

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September	<ul style="list-style-type: none"> Core Curriculum: Provide a School Counselor Introduction and Basic Covid-19 Safety Measures lessons to K-5 Coordinate and prepare students in 3-5 to participate in the Student Council campaign and election process Technology Workshop #2 for students and families for an Introduction and Technical Support with Microsoft TEAMS and Classlink Grandparent's Day Drive-Thru Celebration to celebrate students' grandparents ESOL Information Workshop for students and families SEL Module Workshop for students and families Work with students on becoming members of 2020-2021 School Counseling Advisory Council Work with students to complete Student Needs Assessment/Data Analysis 	<ul style="list-style-type: none"> School Counselor Collaboration Meeting with various SLC/Zone colleagues Student Success Skills Module Training District ES Counselors Meeting Consult with teachers regarding Needs Assessment/data analysis Send group Permission Letters home to parents Seek staff, parents, and community membership for School Counselor Advisory Council Collaboration and Consultation: Discussion with parents for Annual Title I Parent Meeting School Counselor Collaboration Meeting with various SLC/Zone colleagues
October	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instructions for students in K-5 on Bullying Prevention/Conflict Resolution/Differences Math and Literacy Workshop for students and families Hispanic Heritage Night for students and families Family Literacy & Adult Education Workshop for students and families Community Trunk or Treat Curriculum Night for students and families Begin working with students in grades 3-5 on schoolwide 2020-2021 Student Council campaign and election process 	<ul style="list-style-type: none"> ASCA Program Planning Session Collaborate with staff for Fall Semester Building Staff Capacity Training on how to increase Parent and Family Engagement and build effective school and family partnerships Collaborate and consult with Stakeholders during School Counseling Advisory Council Meeting #1 Seek donations and support for new winter coats for students Consult with teachers regarding completing The Kind Kids Club Recommendation form for student membership Work with Red Ribbon Week committee to host schoolwide Drug Awareness activities Collaborate with Dream Maker Career Kids on March 2021 availability
November	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-5 on Self-Awareness Thanksgiving Holiday Luncheon for students and families Resource Center Open House for students and families 	<ul style="list-style-type: none"> District Wide PD Day & Ethics Training Coordinate and collaborate with staff to host schoolwide Student Council Election and Assembly Employment Solutions Workshop for Parents School Counselor Collaboration Meeting with various SLC/Zone colleagues

December	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-5 on Think First, Stay Safe Winter Coats and Curriculum Event for students and families Mental Health Workshop to support students and families 	<ul style="list-style-type: none"> Collaborate and consult with Family Ties to provide mental health workshop for students, families, and staff Distribute Think First, Stay Safe letters to parents with OPT OUT option School Counselor Collaboration Meeting with various SLC/Zone colleagues
January	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-4 on Career Awareness Core Curriculum: Provide classroom instruction for 5th Grade students on Career Interests and Career Presentation preparation SEL Module Workshop #2 for Families 	<ul style="list-style-type: none"> Wellness Workshop for Families Collaborate with 5th grade teachers regarding 5th Grade Career Presentations Collaborate with Stakeholders regarding College and Career Day participation; generate invites
February	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-5 on Think First, Stay Safe (Make-Ups) Money Matters Workshop and activities for students and families Pastries with Parents Valentine's Day Celebration for students and families Core Curriculum: Rising 6th Grade Transition Workshop for Renaissance Middle School 	<ul style="list-style-type: none"> ASCA Program Planning Session Collaborate with community business partners to host Money Matters Workshop and activities Collaborate with stakeholders to host Pastries with Parents event for students and families Collaborate with Renaissance Middle School to provide rising 6th students and their families with a middle school overview
March	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-5 on Understanding Others/Getting Along and Working Well with Others Core Curriculum: Provide classroom instruction for students in 3-5 on Test Taking Skills Core Curriculum: Kindergarten Transition Workshop Core Curriculum: College and Career Day for students Core Curriculum: Dream Maker Career Kids Day for students Meet with selected 3-5 students from Student Council and Kind Kids Club to obtain feedback on Title I School-Family Compact for next year 	<ul style="list-style-type: none"> Collaborate with K Teachers and local daycares to host a Kindergarten Transition Workshop for rising K students and families Collaborate with staff for Spring Semester Building Staff Capacity Training on how to increase Parent and Family Engagement and build effective school and family partnerships Collaborate with staff to receive input on next year's Title I Parent and Family Engagement Plan and School-Family Compacts
April	<ul style="list-style-type: none"> Core Curriculum: Provide classroom instruction for students in K-5 on Character Development/Self-Management Core Curriculum: Provide 5th Grade Students with a Virtual College Campus Tour SEL Module Workshop #3 for Families 	<ul style="list-style-type: none"> ASCA Program Planning Session Collaborate with teachers and local colleges to host a Virtual College Campus Tour for 5th Graders
May	<ul style="list-style-type: none"> Core Curriculum: Rising 6th Grade Transition Workshop for Renaissance Middle School Core Curriculum: 5th Grade Career Presentation Day 	<ul style="list-style-type: none"> Collaborate with 5th Grade teachers regarding Career Presentations Collaborate with Stakeholders during School Counseling Advisory Council Meeting #2

June	NA		<ul style="list-style-type: none"> Collaborate with Camp Creek Middle School counselors to provide Rising 6th grade students and their families with a middle school overview Close out Title I Crate compliance documents Submit EOY School Counseling logs Close out EOY Section 504 tasks and submit district reports Upload all Section 504 signature pages and other relevant documents into Infinite Campus 504 dashboard
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Section VIII- Outline of Classroom Counseling Lesson/Grade Level Meetings/Groups/Counseling Duties & Responsibilities

Classroom Counseling Lesson	Grade Level	Counseling Lead	Classroom Counseling Lesson Overview/Summary
School Counselor Introduction	K-5	Aundrea Hammock	Lessons will focus on and providing students with an overview of who the School Counselor is, School Counselor's Role and Responsibilities, Services provided by School Counselor, and How Students Can See the School Counselor
Self-Awareness	K-5	Aundrea Hammock	Lessons may include topics centered around Feelings, Emotions, Self Esteem, Learning Strategies, Communication, Self-Expression, Similarities and Differences, Career Exploration, Goal Setting, and Problem Solving
Understanding Others	K-5	Aundrea Hammock	Lessons may include topics centered around Friendships, Getting Along and Working with Others, Anti-Bullying, Communication, Similarities and Differences, Kindness and Compassion, Conflict Resolution and Problem Solving
Character Development	K-5	Aundrea Hammock	Lessons may include topics centered around Random Acts of Kindness, Trust, Honesty, Fairness, Compassion, Respecting Self and Others, Anti-Bullying, Decision Making, Getting Along with Others, Self-Management, and Goal Setting
Health and Safety	K-5	Aundrea Hammock	Lessons may include How to Stay Safe During Covid-19, Think First, Stay Safe; and Fire and Pedestrian Safety
Career Exploration	K-5	Aundrea Hammock	Lessons on career interests, presentations, and awareness of 17 Career Clusters

Grade Level Individual Student Meetings/Events	Counseling Lead	Meeting/Events Overview/Summary
Individual and Group Student Meetings, Daily/Ongoing	Aundrea Hammock	One-on-One meetings to provide responsive services and address academic, personal, social, and emotional concerns
Parent Meetings/Workshops/Events	Counseling Lead	Meeting/Events Overview/Summary

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Curriculum Night, August 25, 2020	Aundrea Hammock	Title I Event: Overview of Universal Remote Learning, Phasing, Expectations, and Curriculum
Technology Workshop #1, August 27, 2020	Aundrea Hammock	Title I Event: Introduction to Microsoft TEAMS and Classlink
Technology Workshop #2, September 8, 2020	Aundrea Hammock	Title I Event: Introduction to Microsoft TEAMS and Classlink
Grandparents' Day Drive-Thru Celebration, September 11, 2020	Aundrea Hammock	Title I Event: Parent and Family Engagement Celebration of Grandparents
Annual Title I Parent Meeting, September 22, 2020	Aundrea Hammock	Title I Event: Overview of Title I and how parents can be involved in the education of their child
ESOL Workshop for Parents, September 29, 2020	Aundrea Hammock	Title I Event: Overview of ESOL Program and Resources for families
SEL Workshop for Parents, September 30, 2020	Aundrea Hammock	Title I Event: Overview of SEL for Parents
Adult Education and Family Literacy Workshop, October 20, 2020	Aundrea Hammock	Title I Event: Workshop to support parents and families in becoming partners in their child's education
Trunk or Treat Curriculum Night, October 29, 2020	Aundrea Hammock	Title I Event: Community Event with a focus on providing fun while learning
Holiday Luncheon for Families, November 18, 2020	Aundrea Hammock	Title I Event: Parent and Family Engagement Celebration for Thanksgiving
Employment Solutions Workshop for Parents, November 6, 2020	Aundrea Hammock	Title I Event: Workshop to support families with employment solutions resources
Parent Resource Center Open House, November 10, 2020	Aundrea Hammock	Title I Event: Overview of resources and materials available to parents to support students at home
Community Mental Health Workshop, December 8, 2020	Aundrea Hammock	Title I Event: Workshop to help parents, families, and staff gain a better understanding of what mental health is and how it impacts all aspects of daily living
Winter Wonderland Coats and Curriculum Night, December 10, 2020	Aundrea Hammock	Title I Event: Community Event with a focus on providing winter coats for families while providing fun while learning
Wellness Workshop for Families, January 19, 2021	Aundrea Hammock	Title I Event: Workshop to discuss the importance of Self-Care, Heart Health, Annual Exams, Breast and Colon Cancer Screenings
SEL Workshop for Parents, January 28, 2021	Aundrea Hammock	Title I Event: SEL Workshop #2 for Parents
Pastries with Parents, February 11, 2021	Aundrea Hammock	Title I Event: Parent and Family Engagement Celebration for Valentine's Day
Financial Literacy/Money Matters Workshop for Families, February 16, 2021	Aundrea Hammock	Title I Event: Parent and Family Engagement Event with a focus on fun while learning
Kindergarten Transition Workshop for Parents, March 11, 2021	Aundrea Hammock	Title I Event: Overview of Kindergarten curriculum and expectations
Rising 6 th Grade Orientation for Families, Date TBD by feeder school Spring '21	Aundrea Hammock	Title I Event: Overview of 6 th Grade curriculum and expectations
Parent Input Meeting, March 18, 2021	Aundrea Hammock	Title I Event: Overview of Title I and gathering of Parent and Family Engagement Input
SEL Workshop for Parents, April 27, 2021	Aundrea Hammock	Title I Event: SEL Workshop #3 for Parents
EOY Spirit Night, May 11, 2021	Aundrea Hammock	Title I Event: Community and Family Engagement Event with a focus on providing fun while learning
Community Field Day, May 13, 2021	Aundrea Hammock	Title I Event: Schoolwide Community and Family Engagement Event with a focus on providing fun while learning

Groups	Counseling Lead	Group Topic & Overview/Summary
Lunch-N- Learns	Aundrea Hammock	Students and Counselor may engage in conversations around Academic Engagement, Attendance, Social and Emotional Learning, Character Development, Successes and Challenges pending results from Student and Teacher Needs Assessments

Assigned Tasks/Duty	Assigned Counselor
Section 504 Chair	Aundrea Hammock
Title I Family Engagement Facilitator	Aundrea Hammock
Morning/ Afternoon Dismissal Duty	Aundrea Hammock

Section IX- Advisory Council

An advisory council is a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. The advisory council should meet twice a year and maintain an agenda and meeting minutes.

Meeting Date	Attendees (Include teacher, parents, students and admin reps)	Email Address of Attendees
October 23, 2020	Pending New Selection of Members	Pending New Selection of Members
May 14, 2021	Pending New Selection of Members	Pending New Selection of Members

Section X- Professional Development Plan

Members of the counseling team plan to participate in the following professional development opportunities during 2020 – 2021 (please include all school system meetings, conferences, etc.)

Date:	Event Title/Description:
July 30, 2020	District ES Counselors Kick-Off Meeting
July 31, 2020	Section 504 Infinite Campus Module Training
August 4, 2020	ASCA Program Planning Session
August 7, 2020	Section 504 Beginning of the Year Training
August 12, 2020	Title I Family Engagement Input Training
August 21, 2020	Section 504 Infinite Campus Support Training
September 4, 2020	Student Success Skills Module Training
September 22, 2020	District ES Counselors Meeting
October 13, 2020	ASCA Program Planning Session
November 3, 2020	District Wide PD Day & Ethics Training
February 19, 2021	ASCA Program Planning Session
April 14, 2021	ASCA Program Planning Session

Section XI- Professional Collaboration/Planning Meetings

ANNUAL COMPREHENSIVE SCHOOL COUNSELING PLAN & CALENDAR 2020-2021

Meetings	Dates/Times	Participants
School Counseling Department Meetings/Connecting Counselor Collaboration	9:00 AM on the following scheduled dates: August 28, 2020 September 11, 2020 October 16, 2020 November 20, 2020 December 18, 2020	Various SLC/Zone Counselors
Administration/School Counseling Meetings	Every Thursday 2:00 – 4:30 PM	Admin Team: Principal, Assistant Principal, CST, Math Coach, Literacy Coach, Administrative Assistant, IST, and School Counselor
Student Support Team Meetings (RTI, SST, 504, School Psychologist, School Social Worker)	SST and Section 504 Meetings are held on Thursdays from 8:05 AM – 3:30 PM, as needed	SST Chair, School Counselor/504 Chair, School Social Worker and/or School Psychologist, IST, Speech Language Pathologist, as needed
Department Chair Meetings	NA	NA
Other (e.g. School Governance Council, etc.)	Varies	Principal, Parents, Community Members, and Staff Members

Section XII- School Counselor Availability/Office Organization

The school counseling office will be open for students/parents/teachers from 8:00 AM to 4:00 PM

The college and career center, calming room, or other resource areas developed through the counseling department will be open from 8:00 AM to 4:00 PM (if applicable).

Registration/Withdrawals: 7:10 AM to 3:40 PM

Section XIII- District Due Dates & Review:

Annual School Counseling Plan due to the FCS School Counseling Department by August 31st. All plans will be reviewed, and feedback will be provided.

Section XIV- Signatures:

School Counselor(s) has/have presented the Annual Comprehensive School Counseling Plan & Calendar 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 Annual Comprehensive School Counseling Plan. ****GA state law, Title 20-2-182, Section 15: 80% of Professional School Counselor time should be spent in Direct/Indirect Student Services. ****

School Counselor Signature: *Shirley Starnock* Date: 9/14/2020

Principal Signature: *Shawana Arnold* Date: 9/14/2020

ANNUAL COMPREHENSIVE SCHOOL COUNSELING PLAN & CALENDAR 2020-2021

Date of End of Year Admin/Counseling Review: _____ May 17, 2021 _____ Would you like the Coordinator of Counseling to attend Yes No