

## C. H. Gullatt Elementary

# 2025-2026SY ANNUAL COMPREHENSIVE SCHOOL COUNSELING PROGRAM PLAN

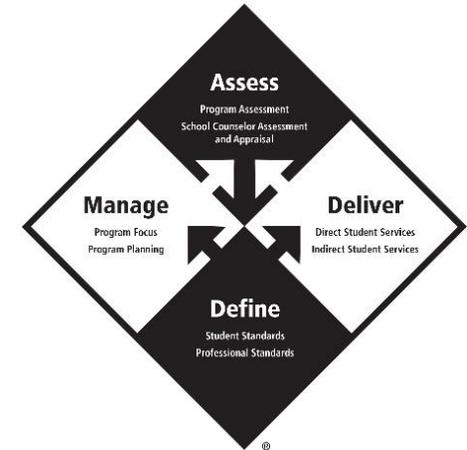
### American School Counseling Association Model

School counselors design and deliver school counseling programs that improve student outcomes. “The ASCA National Model: A Framework for School Counseling Programs” outlines the components of a school counseling program that is integral to the school’s academic mission and is created to have a significant positive impact on student achievement. The ASCA National Model guides school counselors in the development of school counseling programs that:

- are based on data-informed decision making
- are delivered to all students systemically
- include a developmentally appropriate curriculum focused on the mindsets and behaviors all students need for postsecondary readiness and success
- close achievement and opportunity gaps
- result in improved student achievement, attendance, and discipline

ASCA’s School Counseling Framework provides a comprehensive approach to the design, implementation and assessment of a school counseling program that improves student success.

- Define (Student Standards/Professional Standards)
- Manage (Program Focus/Program Planning)
- Deliver (Direct/Indirect Student Services)
- Assess (Program Assessment/SC Performance Appraisal)



### Fulton County Schools ASCA Model Alignment

To ensure school counseling programs are in alignment with ASCA’s School Counseling Program Framework, school counseling programs are required to create, implement and monitor an Annual Comprehensive School Counseling Program Plan. This plan outlines the program offerings a school counseling department provides students within their school community, to include student outcome goals, action plans, planned events, classroom lessons, groups, and other program offerings.

All planned program offerings should aim to support and develop students in the areas of:

- academics,
- career/college,
- social-emotional development.

To assist in developing students in the areas of academics, career/college and social emotional development, school counselors should provide the following direct and indirect services to students and families:

#### Direct Services:

- |   |                              |
|---|------------------------------|
| • Classroom Advisement/Instruction          | • Small Group Counseling     |
| • Individual Student Advisement/Instruction | • Large Group                |
| • Individual Student Counseling             | • Student Information Events |
|   | • Campaigns                  |

#### Indirect Services:

- Consultation
- Collaboration
- Referrals
- Parent Information Events

- Small Group Advisement/Instructions

### Annual Comprehensive School Counseling Program Plan Overview

Annual School Counseling Program Plan Components	Fulton Template(s)	ASCA National Model Template(s) (Reference Only):
School Counseling Program Mission, Vision & Beliefs	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	None
Previous & Current Year Planned Time Distribution	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc) (Data Source: Monthly Logs)	Use of Time 5-Day-Calculator
School Data Summary	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	School Data Summary Plan
Annual School Counseling Program Calendar	Annual School Counseling Program Calendar (excel doc) <i>*Calendar Includes M&amp;B Alignment</i>	Annual Calendar
Classroom and Group Lessons	ASCA Lesson Plan Template <i>*Lesson plans should be created for all classroom and groups. All lessons and groups should be outlined in the annual calendar.</i>	Lesson Plan Classroom and Group Mindsets & Behaviors Action Plan
Annual Student Outcome Goal Plan	Annual Student Outcome Goal Plan (excel doc)	Annual Student Outcome Goal Plan Closing the Gap Action Plan & Results Report
Department Information	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	Annual Administrative Conference
Personal Department Goals	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	Annual Administrative Conference
Professional Development Plan	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	Annual Administrative Conference
Administrative Conference	2025-2026SY Annual Comprehensive School Counseling Plan (Word Doc)	Annual Administrative Conference
Advisory Council	ASCA Templates	Advisory Council First & Second Semester Agenda Advisory Council First & Second Semester Minutes
School Counseling Program Audit	School Counseling Program Audit (word doc)	School Counseling Program Assessment SC- Performance Appraisal

End of Year Counseling Program Review w/Admin	End of Year ppt Template	Closing the Gap Action Plan and Results Report Classroom and Group Results Report
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**Program Focus: School Counseling Program Beliefs, Vision & Mission**

<b>School Counselor Beliefs</b>	
<p>Exam the mindsets identified in the <a href="#">ASCA School Counselor Professional Standards &amp; Competencies</a> which outlines core beliefs school counselors should hold regarding student achievement and success. Refer to pages 09-11 of the ASCA National Model Implementation Guide, consider the seven school counselor’s beliefs and document your department’s beliefs.</p>	
<p>It is our belief that every child can achieve success in school with the appropriate guidance and support. Personal and social issues greatly impact our students’ achievement and development; therefore, these concerns must be adequately addressed to help students reach their maximum potential. Children are our most valuable assets and must be nurtured, respected, and cultivated in a safe learning environment.</p>	
<b>School Vision</b>	<b>School Counseling Department Vision</b>
<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 pages 11-15 of the ASCA National Model Implementation Guide.</p>	
<p>Our school’s vision is to cultivate a dynamic, diverse learning environment where every stakeholder feels safe, inspired, and empowered to reach their full potential as a lifelong learner.</p>	<p>The vision of Gullatt Elementary’s School Counseling program is for every student to reach his/her fullest potential. Students will receive academic, social, emotional and career development skills needed to become productive and respectful citizens in our society.</p>
<b>School Mission</b>	<b>School Counseling Department Mission</b>
<p>Your mission statement should describe what the school counseling program does and offers students. It defines what your school counseling program will offer and provide students to reach the student outcomes described in your vision. Refer to pages 16-21 of the ASCA National Model Implementation Guide.</p>	
<p>Our school’s mission is to foster an inclusive and innovative educational community that supports and challenges each student and staff member to achieve excellence and personal growth.</p>	<p>The mission of Gullatt Elementary’s Counseling Department is to provide a comprehensive program for all students, within a safe and supportive environment, that focuses on achieving excellence and personal growth. The Counseling Department values the collaboration among all stakeholders, and strives to increase capacity, and drive student achievement towards the goal of developing lifelong learners.</p>

### Program Planning: Previous & Current Year Planned Time Distribution

Document your previous school years' time distribution and list your departments planned time distribution for the current school year. Share the below information with your school leadership team. Discuss the ASCA recommended guidelines for school counselor time usage and identify areas where changes are needed in order to be in alignment with the ASCA National Model. \*Counselors are required to submit their time monthly by the 5<sup>th</sup> of each month. [Instructions for Submitting Time via Monthly Logs](#)

School Counseling Services		Previous Year Time Distribution	Current Year Planned Time Distribution	Recommended
<b>Direct Services to Students</b>	<b>Instruction-</b> Teaching the school counseling curriculum to students focused through the leans 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.	11%	25%	<b>80% or more</b>
	<b>Individual Student Planning (Appraisal &amp; Advisement)-</b> 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 the classroom or large group setting.	3%	10%	
	<b>Responsive Services (Counseling)-</b> 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.	17%	14%	
<b>Indirect Services for Students</b>	<b>Referrals-</b> Referrals are made 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	1%	1%	<b>20% or less</b>
	<b>Consultation-</b> 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.	12%	15%	
	<b>Collaboration-</b> 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.	21%	15%	
<b>Program Support</b>	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.)	12%	17%	<b>20% or less</b>
<b>Non- School Counseling Tasks</b>	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.	23%	3%	

## Program Planning: School Data Summary

According to ASCA a data informed program depends on the awareness and analysis of school data. This includes achievement, attendance, and discipline data.

In reviewing your school's data, answer the following questions:

1. Identify who in the building can help you obtain the data. Who is your data expert; who can help you interpret the data?

Name of Person to Pull Data	Name of Data Expert
Aundrea Hammock, School Counselor	Kartisha Bentley (Principal), Dominique Johnson (AP), Brandi Vaughn (CST), Dr. Lisa Harrison (MTSS)

2. Review your school improvement plan (SIP) and identify your school's goals. List 2–3 SIP goals relevant to the school counseling program and link to student outcomes (achievement, attendance, discipline).

Relevant School Improvement Plan Goals	Student Outcomes (Achievement, Attendance or Discipline)
At least 40% of students will reach their iReady Stretch Growth by May 2026.	Achievement
Increase percent of students with Satisfactory attendance from 68.1% to 78.1% by May 2026.	Attendance
Decrease the total days of In-School and Out of School Suspensions from 29 to 24 by May 2026.	Discipline

3. Review available school data reports (achievement, attendance, and discipline) for previous years to identify trends.

**For example:** Is there a subgroup that historically underperforms in a course? Is there a grade level that historically has the most absences? Is there a subgroup that historically receives a large number of the school's discipline referrals?

### Achievement

What achievement data are you looking at? (iReady Diagnostic Data, Unit Assessments, Walkthrough Data, Fastbridge Data.)

Provide data for current and previous years for various grade levels. Graphs and charts are encouraged.

Which grade level is impacted the most?

Which subgroup of students are overrepresented/underrepresented?



## Attendance

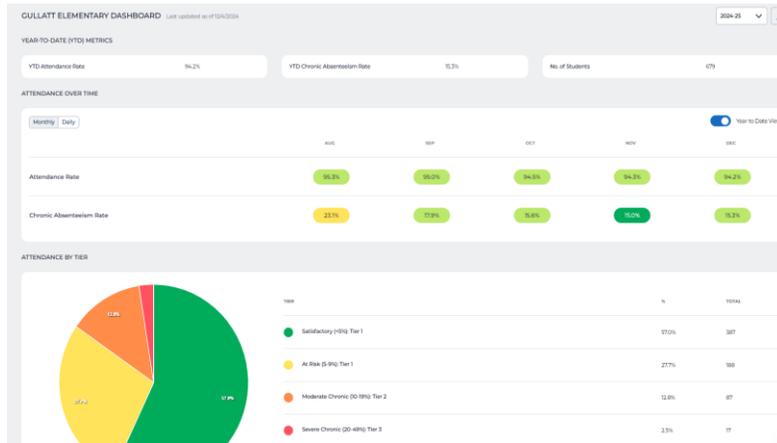
What attendance data are you looking at? (One of our goals is to attain the district goal of 90% satisfactory attendance for this school year; attendance committee will continue to monitor absences/attendance ratios as well as reviewing district attendance data).

Provide data for current and previous years for various grade levels. Graphs and charts are encouraged.

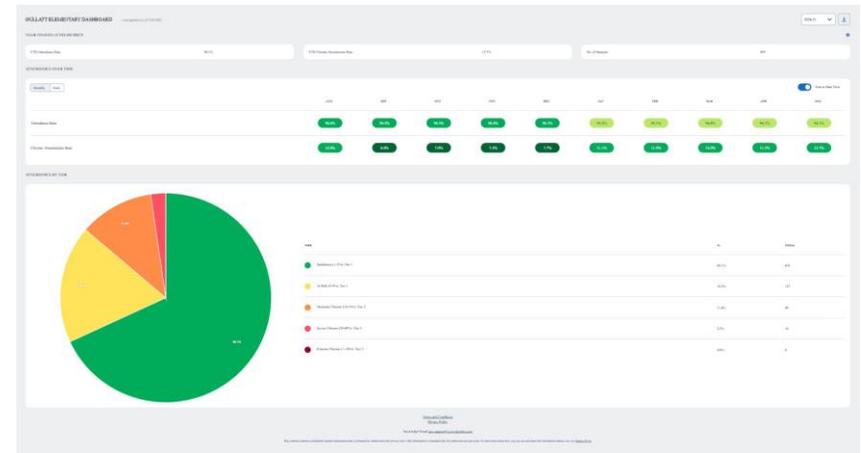
Which grade level is impacted the most?

Which subgroup of students are overrepresented/underrepresented?

Attendance Dashboard as of 12052024.png.docx



ATTENDANCE DASHBOARD AS OF 05292025.PDF



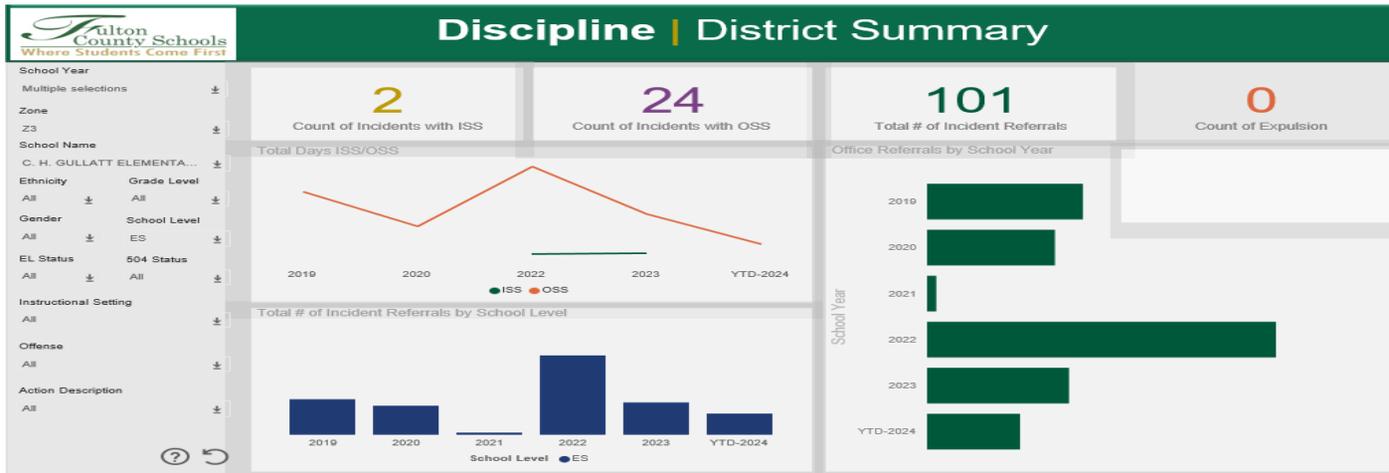
## Discipline

What discipline data are you looking at? (Number of Office Referrals, DBR.)

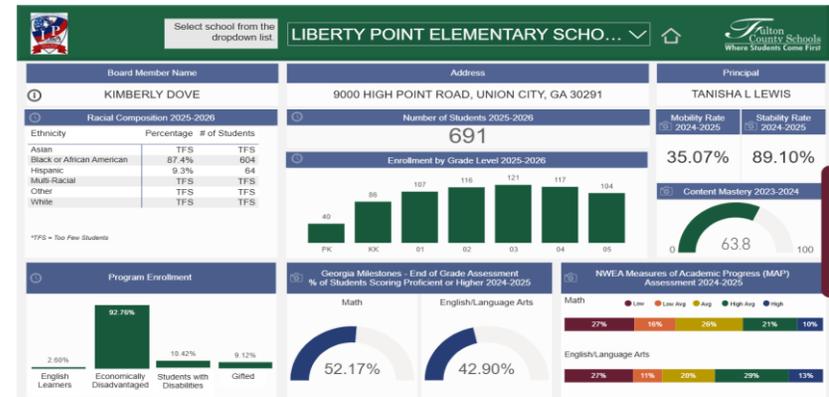
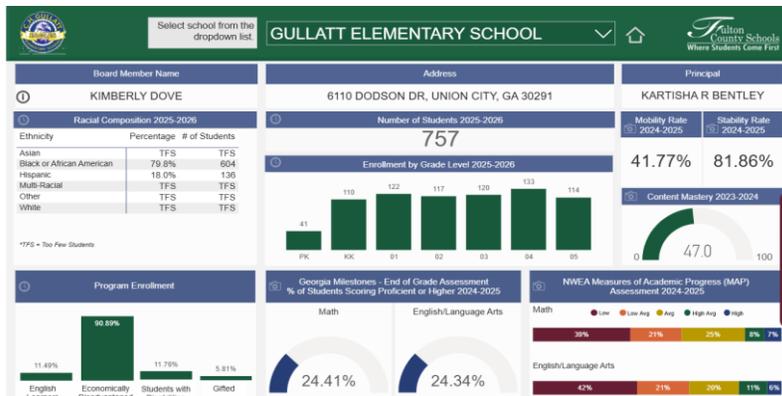
Provide data for current and previous years for various grade levels. Graphs and charts are encouraged.

Which grade level is impacted the most?

Which subgroup of students are overrepresented/underrepresented?



- Review data from other resources (e.g., student behavior surveys, climate surveys, school engagement surveys, etc.) from the previous 2–3 years and identify areas of strength and concern. Summarize. Graphs and charts are encouraged.
- How does your school’s data compare with data from other schools (schools with similar populations) including district and state averages? Summarize. Graphs and charts are encouraged.



- After a review of school data, identify the highest areas of need in the following areas: achievement, attendance, discipline. **Satisfactory school attendance continues to be a major concern in our school community.**

**Example:**

**Data Points/Finding:** Out of 50 Algebra 1 course failures, 35 were males.

**Domain:** Achievement

**Addressed:** Identify male students with failing grades in 8<sup>th</sup> grade math. Offer Group Instruction for those males. Pair males with upper class peer tutors. Hold meetings with

student, parent, and math teacher to develop plans of support.

Data Points/Findings	Domain: (Achievement, Attendance, or Discipline)	How will the area of need be addressed through the School Counseling Program:
251 of 691 (36.3%) students schoolwide were categorized between At Risk – Severe Chronic in September 2024	Attendance	Incorporate incentive programs that promote student, parent, and staff engagement to decrease percent of students absent 10% or more days of enrollment. Attendance Monitoring and individual student advisement; tact; Consultation and Collaboration with parents and teachers; Engage students and parents in school and extracurricular activities; MTSS and Attendance Committee monthly team meetings to address concerns.

**Program Planning: Annual School Counseling Program Calendar**

Annual calendars must be developed for the school year. Each Comprehensive School Counseling Program MUST provide a minimum set of program offerings which are outlined on the “Requirement” tabs found in the [School Counseling Program Annual Calendar](#). Use the following template for your annual calendar and submit it in addition to your annual plan. 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.

\*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.)

**To Do: Using the Annual School Counseling Program Calendar tool, list all of your program offerings**

Created an Annual School Counseling Program Calendar using the provided excel document.  Yes  No

Uploaded the completed Annual School Counseling Program Calendar to your school’s School Counseling Program folder in Teams.  Yes  No

Delivering					
Calendar for Students/Parents (Sharable)			School Counseling Department Work Calendar		
Month	<b>Direct Student Services</b> Program offerings for Students/Parents List the <b>titles event/activities</b> offered through the school counseling program, to include classroom and group activities, career or college nights and other school counseling related events, etc. * this calendar is shared with school community (students & parents)	<b>Service Type</b> Classroom Lesson, Individual Student Meetings, Individual Student Counseling, Small Group Instructions, Small Group Counseling, Parent Information Event, Parent Workshop, Student Workshop, Campaign, Large Group Event  Choose an item.	Date	<b>Indirect Student Services &amp; Other Duties</b> Program Planning, Collaborative Meetings, Support, & Other Responsibilities (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.	Date
Ongoing Services (Aug-May)	<ul style="list-style-type: none"> <li>Classroom Instruction</li> <li>Responsive Services</li> <li>Lunch-N-Learns</li> <li>Student Planning</li> </ul>	<ul style="list-style-type: none"> <li>Classroom Lessons</li> <li>Individual and Small Group Counseling</li> <li>Individual/Group Advisement</li> <li>Individual/Group Advisement</li> </ul>	Aug - May	<ul style="list-style-type: none"> <li>Core Curriculum Planning</li> <li>Counselor Professional Development and Meetings</li> <li>OSS Professional Development/Meetings</li> <li>Weekly Admin Meetings</li> <li>Monthly ILT Meetings</li> <li>SSS Advisory Meetings</li> <li>SSS Monthly Fidelity Walk Throughs</li> </ul>	Aug - May

	<ul style="list-style-type: none"> <li>• Crisis Response</li> <li>• CARE Team</li> <li>• Student Success Skills Series</li> <li>• Perfect Attendance Parade</li> <li>• Student Council</li> <li>• Youth Leadership Institute (YLI)</li> <li>• Weekly Childhood Hunger Initiative</li> <li>• Monthly Food Drive</li> <li>• Leader of the Month Celebration</li> <li>• Be THE Voice High 5 Fridays</li> </ul>	<ul style="list-style-type: none"> <li>• Responsive Services</li> <li>• Responsive Services</li> <li>• Classroom Lessons</li> <li>• Large Group Event</li> <li>• Campaign/Advisement</li> <li>• Campaign/Advisement</li> <li>• Campaign</li> <li>• Campaign</li> <li>• Large Group Event</li> <li>• Large Group Event</li> </ul>		<ul style="list-style-type: none"> <li>• SSS Champion</li> <li>• Monthly MTSS Meetings</li> <li>• Attendance Committee Meetings</li> <li>• Monthly Faculty Meetings</li> <li>• SST Meetings Team Member</li> <li>• Section 504 Team Member</li> <li>• Morning and Afternoon Bus Duty</li> <li>• Staff Committee Meetings</li> <li>• Zone 3 Counselor Meetings</li> <li>• Community Meetings</li> <li>• Student Council Coordination &amp; Meetings</li> <li>• Mental Health Collaboration Meetings</li> <li>• Mental Health Referrals Coordination</li> <li>• DFACS Referrals Point of Contact</li> <li>• Registration Support</li> <li>• Newsletter and Website Contributor</li> <li>• Schoolwide Messaging Blackboard Notifications</li> <li>• Classroom Observations (SSS)</li> <li>• Attendance Monitoring</li> </ul>	
July			June – July 2025	Pre-Planning School Counselor Overview for New Staff SSS Champion Training BOY Counseling Kick Off	7/21-8/1/25 7/25/25 7/28/25 7/29/25
August	Open House/Sneak-a-Peek New Student Registration K-5 “Counselor Introduction” SSS Preinventory Makeups	Parent Information Event Parent Information Event Classroom Instruction Individual/Small Group Advisement	7/30/25 August 2025 August 2025 August 2025	SSS Staff Presentation Instructional Leadership PD SSS Advisory Team Meeting Family Ties Collaboration Meeting School Links Launch Session	8/1/25 8/1/25 8/8/25 8/13/25 8/27/25

September	<p>K-5 SSS Social Awareness Lessons Student Council Campaign</p> <p>Grandparents' Day Bingo Night/Curriculum Night Be THE Voice Kick Off Student Wellbeing Month Activities – “Feel Good Fridays” Annual Title I Parent Meeting Technology Workshop/Parent Resource Center Open House Hispanic Heritage Celebration Trip Around the World Youth Leadership Institute Kick Off Small Group Counseling – Social Emotional Small Group Counseling – Executive Functioning SSS Preinventory Makeups</p>	<p>Classroom Instruction Advisement/Campaign</p> <p>Family Engagement Event</p> <p>Antibullying Campaign Large Group Event</p> <p>Parent Information Event Parent Information Event Parent Information Event Family Engagement Event</p> <p>Advisement/Mentorship Small Group Counseling</p> <p>Small Group Counseling</p> <p>Individual/Small Group Advisement</p>	<p>September 2025 9/4/25 – 11/3/2025 9/4/25</p> <p>9/12/25 9/12-9/26/2025</p> <p>9/18/25 9/25/25</p> <p>September 2025</p> <p>September 2025 September 2025</p> <p>September 2025</p> <p>September 2025</p>	<p>Zone 3 Counselor’s Meeting Erin’s Law Training</p>	<p>9/3/25 9/15/25</p>
October	<p>3<sup>rd</sup> Grade Career Lessons Small Group Counseling – Social Emotional Small Group Counseling – Executive Functioning Union City Breast Cancer Walk Red Ribbon Week Celebration Be THE Voice Antibullying Lesson PreK Week</p> <p>Fire Safety Week Trunk or Treat Curriculum Night Pop Up Attendance Party Caron Treatment Center Drug Prevention Presentation (4<sup>th</sup>-5<sup>th</sup>) Alcohol, Drugs and Bullying Mini Lessons UC Police Drug and Bullying Lesson Fulton County Police “Bullying” Presentation</p>	<p>Classroom Instruction Small Group Counseling</p> <p>Small Group Counseling</p> <p>Community Service Event Drug Prevention Campaign Classroom Instruction Parent Information Event/Campaign Campaign Family Engagement Event Large Group Campaign Large Group Lesson/Campaign</p> <p>Large Group Lesson/Campaign</p> <p>Large Group Lesson/Campaign Large Group Lesson/Campaign</p>	<p>October 2025 October 2025</p> <p>October 2025</p> <p>October 2025 10/27-10/31/25 October 2025 October 2025</p> <p>October 2025 10/23/25 October 2025 10/28/25</p> <p>October 2025</p> <p>October 2025 October 2025</p>	<p>School Counseling Advisory Council Meeting</p>	<p>10/7/25</p>

November	K-5 SSS Social Skills Lessons Student Council Assembly and Election Day Thanksgiving Luncheon College and Career Events 3rd-5th Grade Career Lessons ESOL Workshop for Parents	Classroom Instruction Large Group Campaign  Family Engagement Event Large Group Event Large Group Lesson Parent Information Event	November 2025 11/3/25  11/12-11/13/25 November 2025 November 2025 November 2025	Kimberly Dove Community Meeting at Camp Creek MS	11/18/25
December	Perfect Attendance Celebration 3 <sup>rd</sup> – 5 <sup>th</sup> Grade Academic Lessons 5 <sup>th</sup> Grade “Preparing for Middle School”	Large Group Campaign Large Group Classroom Instruction	December 2025 December 2025 December 2025		
January	K-5 Academic Lessons K-5 SSS Healthy Identities Lessons	Large Group Lesson Large Group Lesson	January 2026 January 2026		
February	CCMS Rising 6 <sup>th</sup> Grade Orientation Valentine’s Dance Black History Programs 5 <sup>th</sup> Grade Career Presentations K-5 SSS Counseling Lesson Series GMAS Workshop	Large Group Event Family Engagement Event Family Engagement Event Large Group Event Large Group Lesson Parent Information Event	February 2026 2/5/26 February 2026 2/12/26 February 2026 2/3/26	Kimberly Dove Community Meeting at Gullatt	2/12/26
March	K-2 Career Lessons Kindergarten Transition Workshop Title I Input Meeting PK-5 Dream Maker Career Kids Middle School Parent Night for Rising 6 <sup>th</sup> Graders SSS Post Inventory Makeups	Classroom Instruction Parent Information Event Parent Information Event Large Group Event Parent Information Event	March 2026 3/26/26 3/19/26 3/26/26 March 2026		
April	Erin’s Law Lessons EOY Spirit Night	Classroom Instruction Family Engagement Event	April 2026 4/14/26	School Counseling Advisory Council Meeting	4/14/26
May	K-5 College and Career Lessons Community Field Day	Classroom Instruction Family Engagement Event	May 2026 5/13/26		
June				Post Planning	5/22-6/1/26

**School Counseling Department Information**

School Name: C. H. Gullatt Elementary

Level: Elementary Middle High

Name of Principal and Assigned Administrator: Kartisha Bentley

Name of ASCA Program Planner and Dept Contact: Aundrea Hammock

**Counselor Ratio & Caseload**

Counselors Assigned By: Grade Level Alphabet (Student Last Name) All

Counselor Name	Assigned Student Caseload	Student Caseload Size
Aundrea Hammock	K-5	752

It is required that all school counseling departments create and maintain a webpage to include mission, vision, annual plan, program calendar of events and other needed resources.

Webpage Address: <https://gullatt.fultonschools.org/academics/counseling> | <https://hammockcounseling.weebly.com> | X: @GEScounselor08

**School Counseling Department Office Hours**

The school counseling office will be open for students/parents/teachers from \_7:00 AM \_to\_3:00 PM\_\_.

The college and career center, calming room, or other resource areas developed through the counseling department will be open from \_\_\_7:00 AM\_to\_3:00 PM.

Registration/Withdrawals: \_7:00 AM\_to 3:00 PM\_\_

**Personal Department Goals**

Gather feedback from stakeholders. Based on feedback, list two things your department will work to improve on to address the feedback received.

**Example: Feedback Received:** Counselors are not visible. **Goal:** 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.

Departmental Goal 1:	How will your team achieve this goal?
TBD after meeting with stakeholders during School Counseling Advisory Council Meeting on 10/7/25	TBD
Departmental Goal 2:	How will your team achieve this goal?
TBD after meeting with stakeholders during School Counseling Advisory Council Meeting on 10/7/25	TBD

**School Counseling Department Information Con't**

**Departmental & Other Professional Collaboration Meetings**

Meeting Title	Dates/Times	Participants
School Counseling Department Meetings	Various Dates from July 2025- May 2026	Counselors
Administration Meetings	Every Thursday from 2:00 – 4:00 PM	Admin Team: Principal, Assistant Principal, CST, Math Coach, Literacy Coaches, AA/SST/MTSS, IST, and School Counselor

Instructional Leadership Team Meetings	Once per month	Admin Team: Principal, Assistant Principal, CST, Math Coach, Literacy Coaches, AA/SST/MTSS, IST, and School Counselor, K-5 Grade Level Chairs, Head Custodian, EIP Teachers, Cafeteria Manager
MTSS Team Meetings	Once per month	MTSS/SST/504 Chair, School Counselor, School Social Worker, School Psychologist, IST, and CST
Attendance Committee Meetings	Once per month	Principal, Assistant Principal, Communities in Schools Coordinator, Data Clerk, MTSS/504 Chair, School Social Worker, Parent Liaison, EIP Teacher, Paraprofessional, and School Counselor
SSS Champion Meetings	Various Dates from July 2025- May 2026	SES SSW, Counselors
Zone 3 Counselor Meetings	Quarterly	Zone 3 Counselors
Student Council Meetings	Varies from September – May	School Counselor, 7 student elected officers and staff sponsors
Be The Voice Campaign Meetings	Varies from September - May	School Counselor and Student and Staff Ambassadors
Youth Leadership Institute Meetings	Monthly from September - May	School Counselor, Site Coordinator, Community sponsor/members, and 5 <sup>th</sup> grade student participants

### Professional Development Plan

Members of the counseling team plan to participate in the following professional development opportunities during the current school year.

\*Share district wide school counselor meetings and professional development opportunities.

Professional Development Title	Date	Location	Participants	Funding Needs
BOY Counselor Kick Off Meeting	7/29/25	City Springs	All Counselors	
Family Ties Collaboration Meeting	8/13/25	TEAMS	Coordinators, Family Ties and Supported Schools	
Child Abuse Training	8/1/25	Gullatt Elementary	SSW and Gullatt Staff	
Zone 3 Counselors Vertical Planning Meeting	9/3/25	SLC	Zone 3 Counselors	
Annual Title I Parent Meeting	9/18/25	TEAMS	Principal/AP and Title I Stakeholders	

## Advisory Council

An advisory council is a representative group of stakeholders (teachers, parents, students, administration, etc.) selected to review and advise on the implementation of the school counseling program. The advisory council should meet twice a year. The provided ASCA Agenda and Minutes templates should be used.

Meeting	Date	Participant Name/Title	Email Address of Participants
Fall Advisory Council Meeting (Review Plan)	October 7, 2025	Principal: Kartisha Bentley; 2nd Grade Teacher: Kimberley Bynoe;	BentleyK@fultonschools.org; bynoek@fultonschools.org;
Spring Advisory Council Meeting (Review Results)	April 14, 2026	3 <sup>rd</sup> Grade Teacher: Shatori Bland; 4 <sup>th</sup> Grade Teacher: Brandy Sims; 5 <sup>th</sup> Grade EIP Teacher: Florence Barlow; Parent: Felicia Gilbert Parent Liaison: Bianey Ortiz; Community Partner, UCPD Investigator Emmitt Stringer; 5 <sup>th</sup> Grade YLI or Student Council Officers (TBD)	blands@fultonschools.org; simsb1@fultonschools.org; <a href="mailto:barlow@fultonschools.org">barlow@fultonschools.org</a> ; gilbertf@fultonschools.org ortizb@fultonschools.org; <a href="mailto:estringer@unioncityga.org">estringer@unioncityga.org</a> ;

Administrative Conference Feedback: NA

## End of Year Counseling Program Review w/Admin

School Counselors are asked to meet with school administration each year to review yearly program highlights and outcomes. Please identify a date to hold an end of year review.

Date of End of Year Admin/Counseling Review: 5/18/26 Would you like the Coordinator of Counseling to attend  Yes  No

Principal/Counseling Supervisor and school counselor(s) have discussed, revised (as needed), and agreed to the Annual Comprehensive School Counseling Plan.

School Counselor Signature \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

## School Counseling Program Reminders:

Submit Annual Plans	July - August 31
Administrative Conference	July - August 31
Annual Plan Review Sessions	Sept 15-21
End of Year Counseling Program Review	May 1 - June 3
End of Year Counseling Program Review w/Admin	May 1 - June 3