

# Comprehensive School Counseling Program

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West Branch Local Schools

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# WBLS District Mission Statement

The West Branch School District, in partnership with the community and the home, will provide educational experiences that enable every student to become:

- A responsible citizen
- An efficient information-seeker
- An informed decision-maker
- A proficient problem-solver
- A versatile communicator

Every school will offer innovative curricular programs that accommodate individual learning styles and enhance personal character as students prepare to contribute to life in the 21st century. In pursuing our mission, we will continue to create pride in self, family, and community. West Branch High School building mission is that reading, writing, and problem solving across the curriculum will prepare all learners for their tomorrow, today.

# WBLS Counseling Mission Statement

The mission of the counselors of the West Branch Local Schools is to provide high quality, comprehensive school counseling services to all students. Our programs are designed to help all students develop and enhance their academic, social, career, and personal strengths in order to become responsible and productive citizens. There is a commitment to individual uniqueness and the maximum development of human potential. Through the skillful use of strategic, timely, and personal interventions, counselors customize educational experiences in order to enhance capabilities, close achievement gaps among high and low performing groups and support positive choices.

# West Branch School Counseling Beliefs

The School Counseling Program is based on developmental concepts and theories and recognizes the strengths of each individual. The program is preventative and proactive; it encourages students, staff, and community to appreciate the contributions, rights, and responsibilities of themselves and others.

The school counselors in West Branch Local Schools believe:

1. All students can achieve at high levels.
2. Every student is valuable and is treated with dignity and respect.
3. All students will have access to high quality school counseling services, provided by a full-time licensed, professional school counselor.
4. All students' ethnic, cultural, racial differences are considered in the design and delivery of school counseling services.
5. All students can expect that school is a safe and nurturing environment.

The West Branch Local Schools Comprehensive School Counseling Program:

1. Is an integral part of the total educational process of the West Branch Local Schools.
2. Is planned, coordinated, managed, and evaluated by the school counselors.
3. Is available to all students to assist them with personal-social, educational, and career counseling needs.
4. Stimulates student learning.
5. Encourages supportive, positive parental involvement in the schools.
6. Helps build a positive school environment by encouraging collaboration among counselors, teachers, administrators, parents and the community to further student achievement.
7. Is continuously refined and improved through systematic review and evaluation of student performance data.

All counselors in the West Branch Local Schools:

1. Are guided by the Ethical Standards of American School Counseling Association and the Ohio Standards for School Counselors as adopted by the State Board of Education of Ohio in October 2015.
2. Engage in scholarly professional development activities.

# Roles of a School Counselor

## **LEADERSHIP AND ADVOCACY**

School counselors at West Branch Local Schools lead efforts to advocate for programs, policies and practices that support an equitable, safe, inclusive and positive learning environment for all students. We hold a unique role in schools, as leaders and advocates for the well-being of the whole child - including students' academic, career and social/emotional development. School counselors have a big picture view of the school community and span of student development and growth. In this role, we work as dedicated professionals who provide leadership and advocacy for the development, implementation and management of the comprehensive school counseling program. Through our ongoing collaborations with students, parents/guardians, families, school administrators and personnel, school counselors contribute to a caring school culture.

## **PROFESSIONAL RESPONSIBILITY, KNOWLEDGE AND GROWTH**

School counselors at West Branch Local Schools adhere to the ethical standards of the profession and engage in ongoing professional learning with a focus on supporting students' academic, career and social/emotional development. To this end, we seek learning opportunities specifically designed to increase relevant knowledge and enhance essential skills. To ensure our own effectiveness, we engage ourselves in a continuous process of reflective analysis, professional goal setting, self-assessment, learning and growth.

## **COMPREHENSIVE SCHOOL COUNSELING PROGRAM PLAN**

School counselors at West Branch Local Schools have collaboratively envisioned a plan for our comprehensive school counseling program which is developmental, preventative and responsive, and in alignment with West Branch Local School's goals and mission.

# West Branch Comprehensive School Counseling Program Plan

The WBLS Comprehensive School Counseling Program is a data-driven, preventative and responsive plan that is developmentally appropriate for each student, and aligns with research, national models and effective practices. It includes four components:

- 1) The School Counseling Core Curriculum
- 2) Individual Student Planning
- 3) Responsive Services
- 4) System Support

**The School Counseling Core Curriculum** is a plan of structured lessons or activities designed to build students' knowledge and skills as appropriate on the developmental continuum. This may be done through classroom instruction, group activities, and parent workshops and instruction.

**Individual Student Planning** is when a school counselor assists students individually in understanding, monitoring and managing their development, and coordinates activities designed to help students with their goals and plans.

**Responsive Services** or interventions are provided by the school counselors to meet students' immediate needs and concerns or to respond to specific problems that affect social/emotional or academic development. This includes crisis response, consulting with and referring to outside resources, peer facilitation, etc.

**System Support** includes those management activities needed to assure the implementation and ongoing evaluation of a high quality, developmental, comprehensive school counseling program. This includes professional development, collaborations and teaming, and data analysis.

# School Counseling Program Focus Areas

K-4 FOCUS AREAS	5-8 FOCUS AREAS	9-12 FOCUS AREAS
<p>Elementary school years are the entry level for students to participate in the school counseling program. Learning is focused on:</p> <ul style="list-style-type: none"><li>• Increasing Self-Awareness</li><li>• Increasing Social Skills</li><li>• Learning Safety Skills</li><li>• Developing Self-Efficacy</li></ul>	<p>Middle school years allow students to continue awareness activities, and learning is focused on:</p> <ul style="list-style-type: none"><li>• Improving Academic Self-Efficacy</li><li>• Understanding Self and the Career Exploration Process</li><li>• Respecting Self and Others</li><li>• Establishing Effective Relationships</li></ul>	<p>High school years encourage continued awareness and exploration activities, learning is focused on skill development and planning activities, and learning is focused on:</p> <ul style="list-style-type: none"><li>• Transitioning to Post-Secondary Education or career field</li><li>• Improving Academic Self-Efficacy</li><li>• Respecting Self and Others</li><li>• Relating School to Life</li></ul>



# ELEMENTARY SCHOOL COUNSELING CURRICULUM

## CORE

K

1

2

3

4

**CLASSROOM INSTRUCTION: *School counselors instruct, cooperatively-teach, and provide assistance in teaching the school guidance curriculum.***

Introduction to School and Counselor

X

X

X

X

X

Bullying

X

X

X

X

X

Growth Mindset

X

X

X

X

X

Friendship

X

X

Career Awareness

X

X

X

X

X

ELEMENTARY SCHOOL COUNSELING CURRICULUM (Cont.)	CORE	K	1	2	3	4
<b>INTERDISCIPLINARY CURRICULUM DEVELOPMENT: <i>School counselors participate on interdisciplinary teams to develop and to refine curriculum in content areas.</i></b>						
Collaborate at Counselor, Coach, Psych, & Coordinator Meetings	X	X	X	X	X	X
Grade Level Student Data Days	X	X	X	X	X	X
Building Leadership Team	X	X	X	X	X	X
Staff meeting	X	X	X	X	X	X
Grade Level meetings	X	X	X	X	X	X
<b>GROUP ACTIVITIES: <i>School counselors conduct planned small groups outside the classroom to respond to students' identified needs or interests.</i></b>						
Welcome Wagon	X	X	X	X	X	X
Friendship	X	X	X	X	X	X
Anger Management	X	X	X	X	X	X
Divorce	X	X	X	X	X	X
Mentoring				X	X	

# ELEMENTARY SCHOOL COUNSELING INDIVIDUAL STUDENT PLANNING

K

1

2

3

4

**PARENT WORKSHOPS & INSTRUCTION:** *School counselors conduct workshops and informational sessions for parents or guardians to address the needs of the school community and to implement the school guidance curriculum.*

Orientation Night

X

X

X

X

X

Coffee with the Counselor

X

X

X

X

X

Kindergarten Screening

X

**INDIVIDUAL & SMALL-GROUP APPRAISAL:** *School counselors work with students analyzing and evaluating students' abilities, interests, skills, and achievement. Test information and other data are often used as the basis for helping students develop immediate and long-range plans.*

Self evaluation in group counseling

X

X

X

X

X

Pre and Post testing

X

X

X

X

X

**INDIVIDUAL & SMALL-GROUP ASSESSMENT:** *School counselors advise students using personal/social, educational, career, and labor market information in planning personal, educational, and occupational goals.*

Individual &amp; Small Group Counseling Sessions as needed for Time Management, Anxiety, Depression, Learning Style, etc.

X

X

X

X

X

Analyze Eligibility for Student Awards &amp; Educational Opportunities (i.e. Warrior Ticket Awards, Student of the Month, Winning Warrior, etc.)

X

X

X

X

X

<b>ELEMENTARY SCHOOL COUNSELING RESPONSIVE SERVICES</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>CONSULTATION:</b> <i>School counselors consult with parents, colleagues, and community agencies regarding strategies to help students and families. School counselors serve as student advocates.</i>					
Colleagues & Parents: ETR, IEP, 504, RtI, Gifted, TBT Data Meetings	X	X	X	X	X
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, etc.	X	X	X	X	X
<b>INDIVIDUAL &amp; SMALL-GROUP COUNSELING:</b> <i>Counseling is provided in a small group or on an individual basis for students expressing difficulties dealing with relationships, personal concerns, or normal developmental tasks.</i>					
Individual & Small Group Counseling Sessions as needed	X	X	X	X	X
<b>CRISIS COUNSELING:</b> <i>Counseling, comfort, and support are provided to students and families facing traumatic situations. School-based crisis response is offered onsite and is timely in nature.</i>					
Individual & Small Group Counseling Sessions as needed	X	X	X	X	X
Conduct screenings for risk-factors of suicide and other mental health	X	X	X	X	X
Follow the WBLS Crisis Protocol	X	X	X	X	X
<b>REFERRALS:</b> <i>School counselors use referral sources to address concerns such as suicidal ideation, violence, abuse, depression, anxiety, and family difficulties.</i>					
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, etc.	X	X	X	X	X

# MIDDLE SCHOOL COUNSELING CORE CURRICULUM

5

6

7

8

**CLASSROOM INSTRUCTION: *School counselors instruct, cooperatively-teach, and provide assistance in teaching the school guidance curriculum.***

Career Connections with Scheduling for Courses

X

X

X

X

Introduction to WBMS - "What does your School Counselor do?"

X

Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying

X

Anti-Virus Youth Education Program

X

X

Time Management, Organization, & Goal Setting

X

Identifying Individual Student Learning Style Modalities & Learning Strategies

X

X

Linkages Suicide Education & Screening

X

Identifying Individual Student Strengths

X

X

Identifying Individual Student Career Clusters and Pathways

X

Dating Violence Education Program

X

"What is Manufacturing" & Cutting Edge Manufacturing Event

X

Mahoning County Career & Technical Center Career Exploration Day Field Trip

X

<b>MIDDLE SCHOOL COUNSELING CORE CURRICULUM (Cont.)</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>INTERDISCIPLINARY CURRICULUM DEVELOPMENT: <i>School counselors participate on interdisciplinary teams to develop and to refine curriculum in content areas.</i></b>				
Collaborate weekly with staff at Grade Level Meetings	X	X	X	X
Collaborate at Counselor, Coach, Psych, & Coordinator Meetings	X	X	X	X
Facilitate Bi-Quarterly Grade Level Student Data Day Meetings	X	X	X	X
Collaborate with the Building & District Leadership Team	X	X	X	X
<b>GROUP ACTIVITIES: <i>School counselors conduct planned small groups outside the classroom to respond to students' identified needs or interests.</i></b>				
Peer Tutoring & Mentoring Network	X	X	X	X
Student Ambassador Program			X	X
Office Workers		X	X	X
Social Skills, Grief, Study Skills, Goal Setting, etc. groups est. based on student needs	X	X	X	X
<b>PARENT WORKSHOPS &amp; INSTRUCTION: <i>School counselors conduct workshops and informational sessions for parents or guardians to address the needs of the school community and to implement the school guidance curriculum.</i></b>				
New Student & 5th Grade Orientation	X			
Scheduling, Graduation, and College Credit Plus Information Night			X	X

MIDDLE SCHOOL INDIVIDUAL STUDENT PLANNING	5	6	7	8
<b>INDIVIDUAL &amp; SMALL-GROUP APPRAISAL:</b> <i>School counselors work with students analyzing and evaluating students' abilities, interests, skills, and achievement. Test information and other data are often used as the basis for helping students develop immediate and long-range plans.</i>				
Individual Student Meetings for Scheduling and Schedule Adjustments as needed	X	X	X	X
Student Success Plans with identified students		X	X	X
Organization Check-Ins with identified students	X	X	X	X
Evaluate OHSAA Quarterly Eligibility		X	X	X
ETR Evaluation - Transition/Career Assessments (Grades 7 & 8 only) & Observation	X	X	X	X
<b>INDIVIDUAL &amp; SMALL-GROUP ASSESSMENT:</b> <i>School counselors advise students using personal/social, educational, career, and labor market information in planning personal, educational, and occupational goals.</i>				
Career Connections with Choosing High School Courses				X
Individual Student Meetings for Scheduling and Schedule Adjustments as needed	X	X	X	X
Individual & Small Group Counseling Sessions as needed for Time Management, Anxiety, Depression, Learning Style, etc.	X	X	X	X
Analyze Eligibility for Student Awards & Educational Opportunities (i.e. Presidential Award, PANDA, Good Student Award, etc.	X	X	X	X

MIDDLE SCHOOL RESPONSIVE SERVICES	5	6	7	8
<b>CONSULTATION:</b> <i>School counselors consult with parents, colleagues, and community agencies regarding strategies to help students and families. School counselors serve as student advocates.</i>				
Colleagues & Parents: ETR, IEP, 504, RtI, Gifted, TBT Data Meetings	X	X	X	X
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, etc.	X	X	X	X
<b>INDIVIDUAL &amp; SMALL-GROUP COUNSELING:</b> <i>Counseling is provided in a small group or on an individual basis for students expressing difficulties dealing with relationships, personal concerns, or normal developmental tasks.</i>				
Individual & Small Group Counseling Sessions as needed	X	X	X	X
<b>CRISIS COUNSELING:</b> <i>Counseling, comfort, and support are provided to students and families facing traumatic situations. School-based crisis response is offered onsite and is timely in nature.</i>				
Individual & Small Group Counseling Sessions as needed	X	X	X	X
Conduct screenings for risk-factors of suicide and other mental health	X	X	X	X
Follow the WBLS Crisis Protocol	X	X	X	X
<b>REFERRALS:</b> <i>School counselors use referral sources to address concerns such as suicidal ideation, violence, abuse, depression, anxiety, and family difficulties.</i>				
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, etc.	X	X	X	X



# HIGH SCHOOL COUNSELING CORE CURRICULUM

9

10

11

12

**CLASSROOM INSTRUCTION:** *School counselors instruct, cooperatively-teach, and provide assistance in teaching the school guidance curriculum.*

Freshmen Student Orientation

X

Cutting Edge Manufacturing Field Trip

X

X

Graduation Requirement & Transcript Review Student Session

X

X

X

X

Admissions Testing & Eligibility: ACT, SAT, ASVAB, NCAA

X

X

X

X

Scheduling & Information for Class Selections

X

X

X

X

Ohio Means Jobs Program Presentations

X

Senior Scholarships Awards Assembly & Graduation

X

Mahoning County Career Center Field Trip

X

AP Information for Scheduling in Honors Classes

X

X

<b>HIGH SCHOOL COUNSELING CORE CURRICULUM</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
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**INTERDISCIPLINARY CURRICULUM DEVELOPMENT:** *School counselors participate on interdisciplinary teams to develop and to refine curriculum in content areas.*

Collaborate at Counselor, Coach, Psych, & Coordinator Meetings	X	X	X	X
Collaborate With Staff	X	X	X	X
Collaborate Quarterly (and as needed) with Intervention Teachers to provide data to direct curriculum paths.	X	X	X	X
Collaborate with the Building & District Leadership Team	X	X	X	X
AP Program Implementation		X	X	X

**GROUP ACTIVITIES:** *School counselors conduct planned small groups outside the classroom to respond to students' identified needs or interests.*

ASVAB Assessment and Result Interpretation	X	X	X	X
PSAT Interpretation and Analysis for AP Courses Selections		X	X	
College Representative Student Meetings			X	X
Senior Sessions (topics chosen from senior survey of needs)			X	X
Project Prom			X	X

**PARENT WORKSHOPS & INSTRUCTION:** *School counselors conduct workshops and informational sessions for parents or guardians to address the needs of the school community and to implement the school guidance curriculum.*

Graduation Requirement Parent Session/Graduation Honors Changes	X			
Scheduling, Graduation, and College Credit Plus Information Night	X	X	X	

# HIGH SCHOOL INDIVIDUAL STUDENT PLANNING

9

10

11

12

**INDIVIDUAL & SMALL-GROUP APPRAISAL:** *School counselors work with students analyzing and evaluating students' abilities, interests, skills, and achievement. Test information and other data are often used as the basis for helping students develop immediate and long-range plans.*

Develop Student Success Plans for identified at-risk students

X

X

X

X

Organization Check-Ins with identified students

X

X

X

X

Evaluate OHSAA Quarterly Eligibility

X

X

X

X

PSAT, ASVAB, ACT, SAT Result Interpretation & Accommodation Applications

X

X

X

X

ETR Evaluation - Transition/Career Assessments & Observation

X

X

X

X

**INDIVIDUAL & SMALL-GROUP ASSESSMENT:** *School counselors advise students using personal/social, educational, career, and labor market information in planning personal, educational, and occupational goals.*

Career Connections with Choosing High School Courses

X

X

X

X

Individual Student Meetings for Scheduling and Schedule Adjustments as needed

X

X

X

X

Individual & Small Group Counseling Sessions as needed for Time Management, Anxiety, Depression, Learning Style, etc.

X

X

X

X

Individual College Planning & Career Visits

X

X

X

X

HIGH SCHOOL RESPONSIVE SERVICES	9	10	11	12
<b>CONSULTATION:</b> <i>School counselors consult with parents, colleagues, and community agencies regarding strategies to help students and families. School counselors serve as student advocates.</i>				
Colleagues & Parents: ETR, IEP, 504, RTI, Gifted, TBT Data Meetings	X	X	X	X
Parents - communicate using phone or email for positive reports and concerns	X	X	X	X
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, etc.	X	X	X	X
<b>INDIVIDUAL &amp; SMALL-GROUP COUNSELING:</b> <i>Counseling is provided in a small group or on an individual basis for students expressing difficulties dealing with relationships, personal concerns, or normal developmental tasks.</i>				
Individual & Small Group Counseling Sessions as needed	X	X	X	X
<b>CRISIS COUNSELING:</b> <i>Counseling, comfort, and support are provided to students and families facing traumatic situations. School-based crisis response is offered onsite and is timely in nature.</i>				
Individual & Small Group Counseling Sessions as needed	X	X	X	X
Conduct screenings for risk-factors of suicide and other mental health	X	X	X	X
Follow the WBLS Crisis Protocol	X	X	X	X
<b>REFERRALS:</b> <i>School counselors use referral sources to address concerns such as suicidal ideation, violence, abuse, depression, anxiety, and family difficulties.</i>				
Community Agencies: Alta Behavioral Healthcare, Pathways, Linkages, Belmont Pines, Damascus Friends Church, Children Services, Job & Family Services, MCJJC, WB Ministerial Association	X	X	X	X

# Indirect Services: Partnerships and Referrals

The school counselors in WBLs collaborate and consult with school personnel, parents/guardians, community partners and agencies/organizations to coordinate support for all students, making referrals as needed to support students and promote their success.

We work directly with the following agencies but also have Resource Directories for numerous other agencies and community resources in the Mahoning Valley and Alliance area.

- Pathways Caring for Children
- Alta Behavioral Health (formerly D&E Counseling) and Linkages
- Belmont Pines Hospital & Treatment Center
- Akron Children's Hospital
- Columbiana & Mahoning County Children Services
- Job and Family Services
- Mahoning County Juvenile Justice Center
- West Branch Ministerial Association & Damascus Friends Church

# Evaluation and Data

The school counselors at West Branch Local Schools understand the importance of using data to plan, implement and continually improve. Data is the key element in accountability of the our Comprehensive School Counseling Program.

We collaboratively engage in a cycle of continuous improvement using data to identify needs, plan and implement programs, evaluate impact and adjust accordingly through the following ways:

- **Monitor student performance and progress using disaggregated student data**
  - Collect academic data bi-quarterly (e.g. interim and quarter grades as well as STAR scores)
  - Evaluate attendance data bi-quarterly (e.g. number of tardies, absences, period absences, truancy referrals)
  - Evaluate discipline data as needed (e.g. number of detentions, in-school suspensions, out-of-school suspensions, etc.)
- **Monitor the effectiveness of the school counseling program using data over time**
  - Facilitate and evaluate pre- and post-assessments for classroom instruction, group activities, parent workshops, and annual needs assessments
  - Review number of referrals to outside agencies
  - Assess feedback from others on interdisciplinary teams (e.g. Grade Level Teams, BLT, DLT, etc.)
- **Use data to recommend changes and adjustments to the school counseling program, specific practices and/or school policies and procedures to foster student success**

# Evaluation and Data

## **Achievement-related Data**

Achievement-related data measure those areas shown to be correlated to academic success (e.g. suspension and expulsion rates, alcohol, tobacco, and other drug violations, attendance rates, and participation in extracurricular activities, etc.).

## **Student Data**

Student data inform the school counselor about student progress and gives direction to action plans developed to impact student learning. Student-achievement data are measures of academic progress and include:

- Grade point averages
- Standardized test data including SAT, ACT, AIR, STAR scores
- Graduation rate and failing grades earned in class
- % students attending college and % graduates completing college in 5 years

## **Disaggregated Data**

Ensuring academic success for every student includes school counselor-initiated activities designed to meet the needs of underserved, under-performing, and under-represented populations. School counselors do this by examining student academic achievement data and developing action plans to help students succeed. This is done by separating data by variables to determine if there are any groups of students who may not be performing as well as others which brings to light issues of equity and focuses the discussion upon the needs of specific groups of students. Examples of subgroups examined are:

- Gender
- Ethnicity
- SES – Students qualifying for free and reduced lunch
- ELL populations
- Special education populations

# ASCA NATIONAL STANDARDS FOR STUDENT ACADEMIC, CAREER, AND PERSONAL/SOCIAL DEVELOPMENT

## **Academic Development:**

- A. Students will acquire the attitudes, knowledge and skills contributing to effective learning in school and across the lifespan.
- B. Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.
- C. Students will understand the relationship of academics to the world of work and to the life at home and in the community.

## **Career Development:**

- A. Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- B. Students will employ strategies to achieve future career goals with success and satisfaction.
- C. Students will understand the relationship between personal qualities, education, training, and the world of work.

## **Personal/Social Development:**

- A. Students will acquire the knowledge, attitudes and interpersonal skills to help them understand and respect self and others.
- B. Students will make decisions, set goals and take necessary action to achieve goals.
- C. Students will understand safety and survival skills.



# ASCA NATIONAL STANDARDS DEVELOPMENTAL CROSSWALK

ACADEMIC DEVELOPMENT DOMAIN	K-4	5-8	9-12
<b>STANDARD A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life-span.</b>			
<b>Competency A:1 Improve Academic Self-Concept</b>			
A:A1.1 articulate feelings of competence and confidence as learners	X		X
A:A1.2 display a positive interest in learning	X		X
A:A1.3 take pride in work and achievement	X		X
A:A1.4 accept mistakes as essential to the learning process	X		X
A:A1.5 identify attitudes and behaviors which lead to successful learning	X	X	X
<b>Competency A:2 Acquire Skills for Improving Learning</b>			
A:A2.1 apply time management and task management skills	X	X	X
A:A2.2 demonstrate how effort and persistence positively affect learning	X		X
A:A2.3 use communications skills to know when and how to ask for help when needed	X	X	X
A:A2.4 apply knowledge and learning styles to positively influence school performance	X	X	X
<b>Competency A:3 Achieve School Success</b>			
A:A3.1 take responsibility for their actions	X	X	X
A:A3.2 demonstrate the ability to work independently, as well as work cooperatively with other students	X		X
A:A3.3 develop a broad range of interest and abilities	X	X	X
A:A3.4 demonstrate dependability, productivity, and initiative	X	X	X
A:A3.5 share knowledge	X		X

# ACADEMIC DEVELOPMENT DOMAIN

K-4

5-8

9-12

**STANDARD B: Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college**

## **Competency B:1 Improve Learning**

A:B1.1 demonstrate the motivation to achieve individual potential

X

X

A:B1.2 learn and apply critical thinking skills

X

X

A:B1.3 apply the study skills necessary for academic success at each level

X

X

X

A:B1.4 seek information and support from faculty, staff, family and peers

X

X

X

A:B1.5 organize and apply academic information from a variety of sources

X

X

X

A:B1.6 use knowledge of learning styles to positively influence school performance

X

X

X

A:B1.7 become a self-directed and independent learner

X

X

X

A:B2.1 establish challenging academic goals in elementary, middle/junior high, and high school

X

X

X

A:B2.2 use assessment results in educational planning

X

X

A:B2.3 develop and implement an annual plan of study to maximize academic ability and achievement

X

X

X

A:B2.4 apply knowledge of aptitudes and interests to goal setting

X

X

X

A:B2.5 use problem-solving and decision-making skills to assess progress toward educational goals

X

X

X

A:B2.6 understand the relationship between classroom performance and success in school

X

X

X

A:B2.7 identify post-secondary options consistent with interests, achievement, aptitude, and abilities

X

**STANDARD C: Students will understand the relationship of academics to the world of work, and to life at home and in the community.**

## **Competency C:1 Relate School to Life Experience**

A:C1.1 demonstrate the ability to balance school, studies, extracurricular activities, leisure time, and family life

X

X

X

A:C1.2 seek co-curricular and community experiences to enhance the school experience

X

A:C1.3 understand the relationship between learning and work

X

X

X

A:C1.4 demonstrate an understanding of the value of lifelong learning as essential to seeking, obtaining, and maintaining life goals

X

X

X

A:C1.5 understand that school success is the preparation to make the transition from student to community member

X

A:C1.6 understand how school success and academic achievement enhance future career and vocational opportunities

X

X

X

# CAREER DEVELOPMENT DOMAIN

K-4

5-8

9-12

**STANDARD A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.**

## **Competency A:1 Develop Career Awareness**

C:A1.1 develop skills to locate, evaluate, and interpret career information

X

X

X

C:A1.2 learn about the variety of traditional and nontraditional occupations

X

X

X

C:A1.3 develop an awareness of personal abilities, skills, interests, and motivations

X

X

X

C:A1.4 learn how to interact and work cooperatively in teams

X

X

X

C:A1.5 learn to make decisions

X

X

X

C:A1.6 learn how to set goals

X

X

X

C:A1.7 understand the importance of planning

X

X

X

C:A1.8 pursue and develop competency in areas of interest

X

X

X

C:A1.9 develop hobbies and vocational interests

X

X

X

C:A1.10 balance between work and leisure time

X

X

X

## **Competency A:2 Develop Employment Readiness**

C:A2.1 acquire employability skills such as working on a team, problem-solving and organizational skills

X

X

C:A2.2 apply job readiness skills to seek employment opportunities

X

C:A2.3 demonstrate knowledge about the changing workplace

X

C:A2.4 learn about the rights and responsibilities of employers and employees

X

C:A2.5 learn to respect individual uniqueness in the workplace

X

X

C:A2.6 learn how to write a resume

X

X

C:A2.7 develop a positive attitude toward work and learning

X

X

C:A2.8 understand the importance of responsibility, dependability, punctuality, integrity, and effort in the workplace

X

X

C:A2.9 utilize time and task-management skills

X

X

X

# CAREER DEVELOPMENT DOMAIN

K-4

5-8

9-12

## STANDARD B: Students will employ strategies to achieve future career goals with success and satisfaction.

### Competency B:1 Acquire Career Information

C:B1.1 apply decision making skills to career planning, course selection, and career transition

X

X

C:B1.2 identify personal skills, interests, and abilities and relate them to current career choice

X

X

C:B1.3 demonstrate knowledge of the career planning process

X

C:B1.4 know the various ways in which occupations can be classified

X

X

C:B1.5 use research and information resources to obtain career information

X

X

X

C:B1.6 learn to use the internet to access career planning information

X

X

C:B1.7 describe traditional and non-traditional occupations and how these relate to career choice

X

C:B1.8 understand how changing economic and societal needs influence employment trends and future training.

X

### Competency B:2 Identify Career Goals

C:B2.1 demonstrate awareness of the education and training needed to achieve career goals

X

X

X

C:B2.2 assess and modify their educational plan to support career

X

C:B2.3 use employability and job readiness skills in internship, mentoring, shadowing, and/or other work experience.

X

C:B2.4 select course work that is related to career interests

X

C:B2.5 maintain a career planning portfolio

X

X

## STANDARD C: Students will understand the relationship between personal qualities, education, training, and the world of work.

### Competency B:3 Acquire Knowledge to Achieve Career Goals

C:C1.1 understand the relationship between educational achievement and career success

X

X

X

C:C1.2 explain how work can help to achieve personal success and satisfaction

X

C:C1.3 identify personal preferences and interests which influence career choice and success

X

X

X

C:C1.4 understand that the changing workplace requires lifelong learning and acquiring new skills

X

C:C1.5 describe the effect of work on lifestyle

X

C:C1.6 understand the importance of equity and access in career choice

X

X

X

C:C1.7 understand that work is an important and satisfying means of personal expression

X

X

## CAREER DEVELOPMENT DOMAIN

K-4

5-8

9-12

### Competency B:4 Apply Skills to Achieve Career Goal

C:C2.1 demonstrate how interests, abilities and achievement relate to achieving personal, social, educational, and career goals

X

X

X

C:C2.2 learn how to use conflict management skills with peers and adults

X

X

X

C:C2.3 learn to work cooperatively with others as a team member

X

X

C:C2.4 apply academic and employment readiness skills in work-based learning situations such as internships, shadowing, and/or mentoring experiences

X

C:C1.7 understand that work is an important and satisfying means of personal expression

X

X

## PERSONAL / SOCIAL DOMAIN

K-4

5-8

9-12

**STANDARD A: Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.**

### Competency A:1 Acquire Self Knowledge

PS:A1.1 develop positive attitudes toward self as a unique and worthy person

X

X

X

PS:A1.2 identify values, attitudes and beliefs

X

X

X

PS:A1.3 learn the goal-setting process

X

X

PS:A1.4 understand change is a part of growth

X

X

PS:A1.5 identify and express feelings

X

X

X

PS:A1.6 distinguish between appropriate and inappropriate behavior

X

X

X

PS:A1.7 recognize personal boundaries, rights, and privacy needs

X

X

X

PS:A1.8 understand the need for self-control and how to practice it

X

X

X

PS:A1.9 demonstrate cooperative behavior in groups

X

X

PS:A1.10 identify personal strengths and assets

X

X

X

PS:A1.11 identify and discuss changing personal and social roles

X

X

X

PS:A1.12 identify and recognize changing family roles

X

X

X

# PERSONAL / SOCIAL DOMAIN

K-4

5-8

9-12

## Competency A:2 Acquire Interpersonal Skills

PS:A2.1 recognize that everyone has rights and responsibilities

X

X

X

PS:A2.2 respect alternative points of view

X

X

X

PS:A2.3 recognize, accept, respect and appreciate individual differences

X

X

X

PS:A2.4 recognize, accept and appreciate ethnic and cultural diversity

X

X

X

PS:A2.5 recognize and respect differences in various family configurations

X

PS:A2.6 use effective communications skills

X

X

X

PS:A2.7 know that communication involves speaking, listening, and nonverbal behavior

X

X

X

PS:A2.8 learn how to make and keep friends

X

## **STANDARD B: Students will make decisions set goals, and take necessary action to achieve goals.**

### Competency B:1 Self Knowledge Application

PS:B1.1 use a decision-making and problem-solving model

X

X

PS:B1.2 understand consequences of decisions and choices

X

X

X

PS:B1.3 identify alternative solutions to a problem

X

X

X

PS:B1.5 demonstrate when, where and how to seek help for solving problems and making decisions

X

X

X

PS:B1.6 know how to apply conflict resolution skills

X

X

PS:B1.7 demonstrate a respect and appreciation for individual and cultural differences

X

X

X

PS:B1.8 know when peer pressure is influencing a decision

X

X

X

PS:B1.9 identify long- and short-term goals

X

X

PS:B1.10 identify alternative ways of achieving goals

X

X

PS:B1.11 use persistence and perseverance in acquiring knowledge and skills

X

X

PS:B1.12 develop an action plan to set and achieve realistic goals

X

X

# PERSONAL / SOCIAL DOMAIN

K-4

5-8

9-12

## STANDARD C: Students will understand safety and survival skills.

### Competency C:1 Acquire Personal Safety Skills

PS:C1.1 demonstrate knowledge of personal information (i.e. telephone number, home address, emergency contact)

X

PS:C1.2 learn about the relationship between rules, laws, safety, and the protection of rights of the individual

X

X

X

PS:C1.3 learn about the differences between appropriate and inappropriate physical contact

X

X

X

PS:C1.4 demonstrate the ability to set boundaries, rights and personal privacy

X

X

X

PS:C1.5 differentiate between situations requiring peer support and situations requiring adult professional help

X

X

X

PS:C1.6 identify resource people in the school and community, and know how to seek their help

X

X

X

PS:C1.7 apply effective problem-solving and decision-making skills to make safe and healthy choices

X

X

X

PS:C1.8 learn about the emotional and physical dangers of substance use and abuse

X

X

X

PS:C1.9 learn how to cope with peer pressure

X

X

X

PS:C1.10 learn techniques for managing stress and conflict

X

X

X

PS:C1.11 learn coping skills for managing life events

X

X

X

# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
K	Kindergarten Screening	Academic Personal/Social	Written Materials	Fall	Observation
K	How to Make a Friend/Be a Friend	Academic Personal/Social	Written Materials	Fall	Observation & Feedback
K	Self awareness	Academic Personal/Social	Written Materials	Fall	Observation & Feedback
K	Conflict Resolution	Academic Personal/Social	Written Materials	Fall	Observation & Feedback



# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

<b>Grade Level</b>	<b>Lesson Name &amp; Content</b>	<b>School Counseling Domain</b>	<b>Curriculum &amp; Materials</b>	<b>Projected Date</b>	<b>Evaluation Method</b>
1	Introduction to Counselor - "What does your School Counselor do?", a description of counseling services	Academic Personal/Social Career	Written Materials	Fall	Observation, student feedback, pre-/post-assessment
1	How to Make a Friend/Be a Friend	Academic Personal/Social	Written Materials	Fall	Observation & Feedback

# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
2	Growth Mindset	Academic Personal/Social	Written & Multimedia Materials	Fall	Observation & Feedback
2					
2					

# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
3	Bullying	Academic Personal/Social	Written & Multimedia Materials	Fall	Observation & Feedback
3					
3					

# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
4	Bullying	Academic Personal/Social	Written & Multimedia Materials	Fall	Observation & Feedback
4	Growth Mindset	Academic Personal/Social	Written & Multimedia Materials	Fall	Observation & Feedback

# ELEMENTARY SCHOOL COUNSELING PROGRAM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
K-4	Introduction to School & Open House	Academic Personal/Social	Written & Multimedia Materials	Fall	Observation & Feedback
K-4	Parent Orientation to Elementary School	Academic Personal/ Social	Written & Multimedia Materials	Fall	Observation & Feedback
K-4	Introduction to Counselor - "What does your School Counselor do?", a description of counseling services	Academic Personal/Social Career	Written Materials	Fall	Observation, student feedback, pre-/post-assessment
K-4	Counseling Corner newsletter	Academic Personal/Social Academic Career	Written Materials	Monthly	Feedback

# MIDDLE SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
5th	Student Orientation to Middle School & Open House	Academic Personal/Social	Written & Multimedia Materials	August	Observation & Feedback of Transition to Middle School
5th	Parent Orientation to Middle School	Academic Personal/ Social	Written & Multimedia Materials	August	Observation & Feedback of Transition to Middle School
5th	Introduction to WBMS - "What does your School Counselor do?", a description of counseling services & WBMS resources	Academic Personal/Social Career	Written Materials	September	Observation, student feedback, pre-/post-assessment
5th	Goal-Setting	Academic Personal/Social Career	Written Materials	Fall	Pre-/Post-Assessments
5th	DARE: Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying	Personal/Social	Written & Multimedia Materials	Quarterly (in Studyhall)	Pre-/Post-Assessments
5th	Career Connections with Scheduling for Courses	Academic Career	Written Materials	March	Student, parent & teacher feedback

# MIDDLE SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
6th	New Student Orientation	Academic Personal/Social	Written Materials	September	Student & Parent Feedback
6th	Time Management, Organization	Academic Career	Written Materials	Quarterly (in Studyhall)	Pre-/Post-Assessments
6th	Identifying Individual Student Learning Style Modalities & Learning Strategies	Academic Personal/Social Career	Written Materials	Quarterly (in Studyhall)	Pre-/Post-Assessments
6th	CBI Scheduling Presentations & Recruitment	Academic Personal/Social	Written & Multimedia Materials	Spring	Student Feedback & Enrollment in Sections
6th	WBMS Office Worker Recruitment & Orientation	Personal/Social Career	Written Materials	Fall	Observation & Staff Feedback
6th	Student Success Plans: At-Risk Student Identification & Individual SSP Development	Academic Personal/Social Career	Written Materials	Spring	Academic, Attendance, Disciplinary Student Data
6th	Anti-Virus Youth Education Program	Academic Personal/Social Career	Written Materials	2 semesters (Library/SH)	Pre-/Post-Assessments, Decrease in discipline

# MIDDLE SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
7th	New Student Orientation	Academic Personal/Social	Written Materials	September	Student & Parent Feedback
7th	Linkages Suicide Education & Screening	Personal/Social	Speaker, Written & Multimedia Materials	Fall	Student feedback, Pre- / Post-Assessment
7th	8th Grade Scheduling & Advisement	Academic Career	Written Materials	Spring	Student, Parent, & Teacher Feedback
7th	Computer-Based Individual Strength Activities	Academic Personal/Social Career	Written & Computers	Fall to Spring	Career Activity, Student Reflection
7th	CBI Scheduling Presentations & Recruitment	Personal/Social Academic	Written & Multimedia Materials	Spring	Student feedback & Enrollment in sections
7th	WBMS Office Worker Recruitment & Orientation	Personal/Social Career	Written Materials	Fall	Observation & Staff Feedback
7th	Student Success Plans: At-Risk Student Identification & Individual SSP Development	Personal/Social Academic Career	Written Materials	Spring	Academic, Attendance, Disciplinary Student Data



# MIDDLE SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
8th	New Student Orientation	Academic Personal/Social	Written Materials	September	Student & Parent Feedback
8th	WBMS Office Worker Recruitment & Orientation	Personal/Social, Career	Written Materials	Fall	Observation & Staff Feedback
8th	Career Exploration: "What is Manufacturing"	Career	Written & Multimedia Materials	September	Student Feedback, Pre- / Post-Assessment
8th	Cutting Edge Manufacturing Event Field Trip	Career	Permission Forms & Bussing	October	Student Feedback
8th	Anti-Virus Youth Education Program	Academic Personal/Social Career	Written Materials	October - December	Pre-/Post-Assessments, Decrease in discipline
8th	Dating Violence Education Program	Personal/Social	Speaker, Written & Multimedia Materials	Winter	Student Feedback, Pre- / Post-Assessment
8th	Mahoning County Career & Technical Center Career Exploration Day Field Trip	Career	Permission Forms & Bussing	Winter	Student Feedback, Pre- /Post-Assessment
8th	9th Grade Scheduling & Advisement	Academic Career	Written Materials	Spring	Student, Parent, & Teacher Feedback
8th	Student Success Plans: At-Risk Student Identification & Individual SSP Development	Academic Personal/Social Career	Written Materials	Spring	Academic, Attendance, Disciplinary Student Data

# HIGH SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
9th	Freshmen Student Orientation	Academic Personal/Social	Written Materials	September	Student & Parent Feedback
9th	WBHS Office/Cafeteria Worker Recruitment	Personal/Social, Career	Written Materials	Fall	Observation & Staff Feedback
9th- 10th	Cutting Edge Manufacturing Event Field Trip	Career	Permission Forms & Bussing	October	Student Feedback
9th- 12th	Academic Intervention Assigned/Peer Tutoring	Academic Personal/Social	AIR Testing Results/interim grades	September	December Testing Scores
11th 12th	ASVAB	Career	Sign Ups Written Materials	October	Student Feedback Score Analysis
10th 11th	PSAT	Academic Career	Sign Up, Written Materials, Fee	November	Student Feedback Score Analysis
9th	Graduation Requirements - Parent/Student Session	Academic	PowerPoint Presentation, Use of auditorium	Spring/Fall Conference Night	Parent Surveys
10th 11th	CCP Student/Parent Session	Academic	PowerPoint, Auditorium, Community College reps	Spring/Fall Conference Night	Parent Feedback Attendance

# HIGH SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
12th	Web Page - Scholarships	Academic	Online Updates	January - May	Parent/Student Feedback
9th - 12th	ACT	Academic Career	Sign Up, Fee Waivers, Test Administrators, Building Prep	October December February April June	Student Feedback Score Analysis
11th 12th	On-Campus College Visit Sign Ups	Academic Career	College Visit Permission Forms	All Year	Student and College Feedback
12th	Senior Sessions (Essay writing, Scholarships, College Applications, Job Applications)	Academic Career	Ohio Means Jobs	Spring	Student Feedback Scholarship recipients, senior assembly
9th - 12th	Student Success Plans: At-Risk Student Identification & Individual SSP Development	Academic Personal/Social Career	Written Materials	Spring	Academic, Attendance, Disciplinary Student Data
11th - 12th	College Rep Meetings in our Building	Academic Career	Meeting Room	Fall	Representative Feedback
9th - 12th	AIR Testing (EOC administration/organization)	Academic	Computers/ Room/internet access	Fall/Spring	Student/Teacher surveys
12th	Transcript Review - Senior Grade Level Meeting	Academic Career	Transcripts	Fall	Assessing honors diploma/degrees handed out

# HIGH SCHOOL COUNSELING CORE CURRICULUM ACTION PLAN

Grade Level	Lesson Name & Content	School Counseling Domain	Curriculum & Materials	Projected Date	Evaluation Method
12th	Ohio Means Jobs	Career	Computers/OMJ Program	Fall - English Classes	English teacher Student Feedback - online survey
12th	Senior Assembly/Graduation	Academic	Community Resources	June	Presenter Input
10th	Mahoning County Career Center Field Trip	Academic	Bussing	February	Career Center Counselor Feedback
8th - 11th	Scheduling/Information for Class Selections	Academic	Internet Scheduling Guide	Jan-Mar	Administrative Feedback
11th - 12th	AP Implementation	Academic	College Board Professional Development	Sept-June	Test Scores PSAT Program Evals
11th - 12th	Project Prom	Personal Social	Salem Administration Building Community Donations	March April	Participant Feedback

# WEST BRANCH LOCAL SCHOOLS ELEMENTARY SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### AUGUST

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups As Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- 1.5 Extended Days
- Walk Through
- New Student Orientation
- Class Lists - New Students
- K-5 Transition Meetings

### SEPTEMBER

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups As Needed:
  - Family Changes
  - Friendships
  - Impulse Control (anger management)
  - Study Skills
  - Grief
  - Social Skills
  - New Students
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy

### OCTOBER

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups As Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Red Ribbon Week
- Standardized Testing/Make-Ups

# WEST BRANCH LOCAL SCHOOLS ELEMENTARY SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### **NOVEMBER**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Parent Conference Nights

### **DECEMBER**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Camps
- Outdoor Education

### **JANUARY**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- DARE Graduation- January or June

# WEST BRANCH LOCAL SCHOOLS ELEMENTARY SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### **FEBRUARY**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Career Assessments - Grade 4
- Parent Conference Nights
- Standardized Testing and Make-ups

### **MARCH**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Standardized Testing and Make-ups

### **APRIL**

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Kindergarten Screenings
- Standardized Testing and Make-ups

# WEST BRANCH LOCAL SCHOOLS ELEMENTARY SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### MAY

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- Middle School Orientation/Transition - Grade 5
- Class placements
- Summer School

### JUNE

- Teach Classroom Guidance, K-5
- Individual Counseling
- Small Groups as Needed
- Parent Conferencing and Consultation
- Administrative Conferencing and Consultation
- Staff Conferencing and Consultation
- Collaborating, Consulting with Community Agencies
- Referrals
- Interpreting Testing Results and Student Files
- Request for Assistance Meetings and Follow-ups
- Intervention Teams/SST Process
- Crisis Intervention
- Special Education Resource
- Designee in Principal's Absence
- Monthly Guidance Meetings
- Coordinate DARE, Grade 5
- Monthly School Newsletter Resource
- Coordinate Special Programs (e.g., Junior Achievement, Teen Institute, Buddy Program, Peer Collaboration, Kindergarten, Greeters, Outdoor Education, 5-K Run etc.).
- 1.5 Extended Days
- Transfer Career Portfolios to Middle School
- Class Placements



# WEST BRANCH LOCAL SCHOOLS MIDDLE SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### AUGUST

- Office Organization
- New Student Registration
- 5th Grade Orientation to Middle School & Open House
- 5th Grade Parent Orientation to Middle School
- Schedule Pickup
- Scheduling Middle School Students:
  - ESL Scheduling
  - Individualized Scheduling
  - Focused Accelerated Scheduling
  - Gifted Scheduling
  - Intervention Scheduling
  - Schedule Changes
  - Special Education Scheduling
- Balancing Class Sizes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and ETR Meetings
- Extended Duty Days
- Share Transition Information with Teams
- Coordinate DARE, Grade 5

### SEPTEMBER

- New Student Mini-Orientation
- Attend Grade-Level Meetings (Weekly)
- Staff Meetings (Monthly)
- Building Leadership Team Meetings (Monthly)
- District Leadership Team Meetings (Monthly)
- New Student Scheduling
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Educations and IEP and ETR Meetings
- Individual Committee Commitments
- 5th Grade “What is a School Counselor” Presentations
- Update Website and Electronic Newsletter Information
- DARE: Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying

### OCTOBER

- Parent-Teacher Conferences
- Interim Reports: Meet with Students Experiencing Academic Difficulties
- Communication with MCCTC regarding Cutting Edge Manufacturing Event
- Attend Grade-Level Meetings (Weekly)
- Staff Meetings (Monthly)
- Building Leadership Team Meetings (Monthly)
- District Leadership Team Meetings (Monthly)
- New Student Scheduling
- Compiling and distributing “New Student Information Sheets”
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and ETR Meetings
- Update website and electronic newsletter information

# WEST BRANCH LOCAL SCHOOLS MIDDLE SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### NOVEMBER

- RTI Data Day Team Meetings
- Recruitment for Peer Tutoring
- Small Groups
- First Grading Period Ends: Meet with Students Experiencing Difficulties
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (monthly)
- New Student Scheduling
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and SST Meetings
- Individual Committee Commitments
- Bullying Lesson in 7th & 8th Grade
- Begin Stanford Testing Preparations
- Update Website & Electronic Newsletter Information
- 6th Grade Learning Styles Inventory
- DARE: Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying

### DECEMBER

- Continue Small Groups As Needed
- Classroom Presentation of Explore Results
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (Monthly)
- New Student Scheduling
- Compiling and Distributing "New Student Information Sheets"
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and SST Meetings Individual Committee Commitments
- Update Website & Electronic Newsletter Information

### JANUARY

- Begin scheduling for next school year
- Continue Small Groups As Needed
- Administrative and Guidance Consultation on Master Scheduling
  - RTI Data Day Team Meetings
- Scheduling for Upcoming Freshman
  - Plan and Set Class Presentation Dates with Eighth Grade Teachers
  - Individual Student Advisement
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (Monthly)
- Begin Student Success Plans
- New Student Scheduling
- Compiling and Distributing "New Student Information Sheets"
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and SST Meetings
- Individual Committee Commitments
- Update Website & Electronic Newsletter Information
- DARE: Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying

# WEST BRANCH LOCAL SCHOOLS MIDDLE SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### **FEBRUARY**

- Continue Small Groups As Needed
- Administrative and Guidance Consultation about Students with Difficulties
- Continue scheduling for Upcoming School Year
- Coordinate Meetings with High School Counselors
- Consult with Students About Their Schedules
- Collect Schedules and Check for Errors
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (Monthly)
- New Student Scheduling
- Compiling and Distributing “New Student Information Sheets”
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP & SST Meetings
- Individual Committee Commitments
- Begin Preparation for AIR Testing
- Update Website and Newsletter Information

### **MARCH**

- Administrative and Guidance Consultation On Master Scheduling
- Continue Small Groups As Needed
- Coordinate and Plan for Scheduling of Current Sixth and Seventh Grade Students
- 4th grade Career Connections with Scheduling for Courses
- Coordinate and Plan for Scheduling of Fifth Grade Students
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (Monthly)
- New Student Scheduling
- Compiling and Distributing “New Student Information Sheets”
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP & SST Meetings
- Individual Committee Commitments
- Update Website and Newsletter Information
- Preparation for AIR Testing
- DARE: Decision-Making in Peer-Pressure, Legal & Illegal Substances, Social Media & Bullying

### **APRIL**

- Coordinate and Plan For Scheduling of Current Sixth and Seventh Grade Students
- RTI Data Day Team Meetings
- Career Shadowing: Grades Sixth, Seventh, and/or Eighth
- Begin Planning for Awards Assembly
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Building Leadership Team Meetings (Monthly)
- New Student Scheduling
- Compiling and Distributing “New Student Information Sheets”
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP & SST Meetings
- Individual Committee Commitments
- Plan next year’s school counseling calendar
- Update Website and Newsletter Information
- Air Testing for 5th, 6th, 7th, and 8th Grade

# WEST BRANCH LOCAL SCHOOLS MIDDLE SCHOOL COUNSELING MONTHLY ACTIVITY CALENDAR

## MAY

- 4th Grade Student Orientation to Middle School
- 4th Grade Parent Orientation
- Continue Scheduling Process:
  - ESL Scheduling
  - Focused Accelerated Scheduling
  - Gifted Scheduling
  - Intervention Scheduling
  - Schedule Changes
  - Special Education Scheduling
  - Input Master Schedule in DASL
  - Input Student Schedules in DASL
- Teaming of All Middle School Students For The Next School Year
- Attend Team Meetings (Weekly)
- Staff Meeting (Monthly)
- Team Leader Council (Monthly)
- New Student Scheduling
- Compiling and Distributing “New Student Information Sheets”
- Schedule Changes
- Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and SST Meetings
- Individual Committee Commitments
- Update Website and Newsletter Information

## JUNE

- Administrative, Staff, and Guidance Consultation on Student Retentions
- Scheduling Issues and Changes for The Next Academic Year
- New Student Registration
- Scheduling Process:
  - Forming of Teams (5th To 6th Grade)
  - Conferencing
  - Balancing of Teams
  - Balancing of Class Sizes
  - Correction of Errors Found in The Schedule Run
  - Follow Up on Parent Requests
  - Interpretation of Test Score
  - Individual Student Conferencing: Counseling and Advisement
- Parent Conferencing
- Administrative Conferencing and Consultation
- Special Education IEP and SST Meetings
- Individual Committee Commitments
- Awards Assemblies
- Update Website & Newsletter Information

# WEST BRANCH LOCAL SCHOOLS HIGH SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### AUGUST

- Office Organization
- Student Schedule Pickup
- Administrative Schedule Changes
- New Student Registrations
- New Student Orientation
- College Credit Plus Organization/Textbook Distribution
- Initial Staff Meeting Presentation Preparation
- Teacher In-service and Initial Staff Meeting
- Teacher Work Day
- Guidance Resources Organization
- School Profile Update
- Senior Credit Checks and Transcript Corrections
- Group Guidance Curriculum Presentations Scheduling
- Lesson Plan Preparation for Group Guidance Curriculum Presentations
- Scheduling and Monitoring College Visits
- Schedule Changes
- Credit Recovery Advisement
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Peer Leader Training
- Parent Collaboration and Consultation
- Building Leadership Team Meetings

- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Freshmen Parent Meetings
- Website Updates
- Warrior Academy Collaboration

### SEPTEMBER

- College Articulation Meeting
- Guidance Curriculum Presentations - All Grades
- Individual Meetings with Seniors: Credit Check Review and Post-high School Planning
- NCAA Clearinghouse Processing for Division I and II Athletic Prospects
- Schedule Changes
- Credit Checks and Individual Meetings with Mahoning County Career and Technical Center Students
- Credit Recovery Advisement
- New Student Registration
- New Student Groups
- Scheduling and Monitoring of College Visits
- Administrative Conferencing and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- College Application and Scholarship Processing

- Senior Parent Meeting
- Complete senior survey of needs
- Complete Intervention pre-assessment
- Analyze test scores and place intervention students
- CCP roster verifications
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Conferencing and Consultation
- Staff Conferencing and Consultation
- Warrior Academy Collaboration
- Recommendation Writing
- Building Leadership Team Meetings

# WEST BRANCH LOCAL SCHOOLS HIGH SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### OCTOBER

- Interim Reports: Meet with Students Experiencing Difficulties
- PSAT Registration, Preparation, and Administration
- Staff Meeting
- College Application and Scholarship Processing
- Recommendation Writing
- Scheduling and Monitoring College Visits
- Individual Student Counseling, Academic Advisement, Academic and Career Planning
- Crisis Intervention and Management
- Staff Collaboration and Consultation
- Parent Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- MCCTC Collaboration
- ASVAB Test Administration
- Local Scholarship Planning
- Preparation of Scheduling Information for Next School Year
- Scholarship and Financial Aid Parent Workshop
- Website Updates
- Conferences
- Parents Presentations (CCP, FAFSA)
- Student of the Month (WB, Elks, Rotary) - PBIS
- Warrior Academy Collaboration
- Building Leadership Team Meetings

### NOVEMBER

- 1st Grading Period Ends: Meet with Students Experiencing Academic Difficulties
- College Application and Scholarship Processing
- Recommendation Writing
- Scheduling and Monitoring College Visits
- Staff Meeting
- Individual Student Counseling, Academic and Career Advisement
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Student of the Month (WB, Elks, Rotary) - PBIS
- Website Updates
- Warrior Academy Collaboration
- Building Leadership Team Meetings

### DECEMBER

- MCCTC Sophomore Tour
- College Application and Scholarship Processing
- Recommendation Writing
- PSAT Interpretation Presentation for Students
- Interims: Meet with Students Experiencing Academic Difficulties
- Staff Meeting
- Schedule and Monitor College Visits
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Student of the Month (WB, Elks, Rotary) - PBIS
- Student Meeting: AP Programs
- Website Updates
- Warrior Academy Collaboration
- Building Leadership Team Meetings

# WEST BRANCH LOCAL SCHOOLS HIGH SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### JANUARY

- Second Semester Schedule Changes
- Advisement of Senior Students with Failing Grades in First Semester
- 2nd Grading Period Ends - Meet with Students Experiencing Academic Difficulties
- Credit Recovery Advisement
- Mid-Year College Reports
- Staff Meeting
- Scheduling and Monitoring College Visits
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Scheduling Materials Preparation
- Transitioning from High School for 11th Grade
- Parent Meeting: FAFSA Workshop
- Parent Meeting: "Everything You Want to Know About College Testing"
- Warrior Academy Collaboration
- Building Leadership Team Meetings

### FEBRUARY

- Scheduling for Upcoming Year:
  - Prepare Lesson Plans for Presentations
  - Schedule Presentations
  - Individual Student Advisement and Scheduling
- Staff Meeting
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Parent Meeting: Curriculum Night Next Year's 9th Grade
- Parent Meeting: "Getting Started in the College Selection Process"
- Website Updates
- Building Leadership Team Meetings

### MARCH

- Interim Reports: Meet with Students Experiencing Academic Difficulties
- Local Scholarship Application Processing
- OGT Preparation and Administration
- Advanced Placement Test Registration
- Scheduling Issues and Changes for the Upcoming School Year
- Staff Meeting
- Department Chair Meeting
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Warrior Academy Collaboration
- Website Updates
- Building Leadership Team Meetings

# WEST BRANCH LOCAL SCHOOLS HIGH SCHOOL COUNSELING

## MONTHLY ACTIVITY CALENDAR

### APRIL

- 3rd Grading Period Ends: Meet with Students Experiencing Academic Difficulties
- Monitor and Advise Seniors Experiencing Academic Difficulties
- Resolving Scheduling Issues for the Next School Year
- Staff Meeting
- Individual Student Counseling, Academic and Career Advisement
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- MCCTC Collaboration
- Warrior Academy Collaboration
- Website Updates
- Building Leadership Team Meetings

### MAY

- Interim Reports: Meet with Students Experiencing Academic Difficulties
- Monitor and Advise Seniors Experiencing Academic Difficulties
- Final Senior Survey
- Advanced Placement Test Pre-examination Meeting and Test Administration
- Senior Awards Program Responsibilities
- Transition Meetings with Middle Schools
- Resolving Scheduling Issues for Next School Year
- Summer School Advisement
- Staff Meeting
- Individual Student Counseling, Academic and Career Advisement
- Crisis Intervention and Management
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meeting
- MCCTC Collaboration
- Warrior Academy Collaboration
- Website Updates
- Building Leadership Team Meetings

### JUNE

- Graduation Responsibilities
- Resolving Scheduling Issues for Next School Year
- Department Planning for Next Year
- New Student Registration
- Final Transcripts to Colleges and Universities
- Summer School Advisement
- Adjustment of Future Schedules for Those Failing Courses
- Office, Guidance Center, and Records Room Cleanup
- Staff Meeting
- Individual Student Counseling, Academic and Career Advisement
- Parent Collaboration and Consultation
- Staff Collaboration and Consultation
- Administrative Collaboration and Consultation
- Special Education and IEP Meetings
- Student Success Team Meetings
- New Student Registration
- Department Audit and Evaluation
- College Admissibility Report
- Warrior Academy Intake Meetings
- Website Updates
- Data Review: Achievement and Achievement-Related
- Building Leadership Team Meetings