

SCHOOL NAME: Heidelberg Middle School

**ANNUAL COUNSELING PLAN
School Year : SY 09-10**

Month	Standard/Competency	Actions	Delivery System	Target Audience	Person(s) Responsible	Measurable Outcomes
August	Academic	Completing all schedules; all courses reflect academic need	SMS	6,7,8	Counselors	Schedules in SMS
September	Social/Emotional	Presentation of Life Skills	Presentation	6 th	ASACS Counselor	Post test
October	Social/Emotional	Presentation of the Signs of Suicide Program (SOS)-7 th SOS follow-up lesson-8 th	DVD & presentations	7, 8	Counselor and School Psych	Students sign papers asking for assistance, if needed
October	Social/Emotional/Academic	Videos/Handouts/Discussions Sexual Harassment -- Cliques -- Preventing Student Violence	DVD/ Handouts Discussion	6, 7, 8	Counselors and school staff	Decrease in reports of “harassment” of any kind.
November	Social/Emotional	Friendship/Peer Lesson	DVD/ presentation	6th	Counselor	Fewer referrals to guidance for social issues.
December						
January	Academic	Completing electronic version of 6 year plan	Computers	7, 8	Counselors	Pre- and Post Test; final copy of plan
January	Academic	Terra Nova Lesson	P.P. presentation	6, 7, 8	Counselors	Oral Pre/Post assessment
February	Career	Completing career inventory	Computers	6, 7, 8	Counselors	Final Copy of the inventory

February	Academic/Social/Emotional	Retention Meetings	Committee	6, 7, 8	Counselor/Admin/Teachers/parent/student	Individual Plan proposed
March	Academic	Terra Nova testing	TN Booklets	6, 7, 8	Counselors & staff	Final report of scores
March	Academic	Master Schedule for SY 2010-2011	Computer	6, 7, 8	Counselor/Admin/Tom Perrault	Final master schedule
March	Academic	Whole School Registration	Open Forum	6, 7, 8	Counselor/Admin/Registrar	Complete registration packets to include course request
April	Academic	Course selection sheets	Course sheets	Upcoming 6, 7, & 8	Counselors, students, & parents	Final copies of course selections
April	Academic	Card Sort-for future SY	Staff Meeting/Student Cards	6 & 7	Counselors, teachers	Complete card on returning student population
May	Academic	8 th Grade Transition-orientation w/HS counselor	Presentation/brochures	8	MS counselors HS counselors	Completion of 9 th grade course selections sheet (draft)
May	Academic	Visit 5 th grade classes at ES	Presentation	Future 6 graders	MS Counselors 5 th grade teachers	Course selections sheet distributed (Pretest/Questionnaire)
May	Academic	5 th grade transition-orientation	Presentation	Future 6 graders	MS Counselors/ ES Counselors/ ES Teachers	Collections of course sheets (Post Test)
May	Academic	Sort returning students into teams for next SY	Student Cards/Input from SPED/	6 (future students), 7, 8	MS Counselors	Balanced teams with future population

			ESL			
May	Academic	Retention Meeting	Committee	6, 7, 8	Counselor/Admin /Teacher/Parent/ Student	Educational Plan for student
June						

Month	Standard/Competency	Actions	Delivery System	Targeted Audience	Person(s) Responsible	Measurable Outcomes
On-going/Daily	Social/Emotional	Individual and Group Counseling	Person to person	6, 7, 8	Counselors	Observation/behavior changes
Daily	Academic/Social/Emotional	Daily Monitoring Sheets for Academic success or behavior modification	Person to person	6, 7, 8 parents/ teachers	Counselors	Progress Reports/Report Cards
On-going/Daily	Academic/Social/Emotional	New Student/Family Orientation	Person to Person	6, 7, 8 Parents Teachers	Counselors	Successful placement/feedback from student/family/teachers
Weekly/Daily	Academic/Social/Emotional	CSC/SPED support thru meetings, counseling, observations, record reviews	Meeting attendance, Forms	6, 7, 8	Counselors	Information given to SPED department (observations, record reviews, etc.)
Weekly/Daily	Academic/Social/Emotional	SST Meetings/Prereferral	Meeting, Forms/Observations	6, 7, 8	Counselors, teachers, school	Completed SST packets/Completed Pre-referral packets

		Process (if needed)			psych., parents	
On-going	Academic/Social/Emotional	504 Plans	Conference/Forms/Observations, Record Review	6, 7, 8	Counselors, Teachers, Parents	Final 504 Plan
Weekly/Monthly	Social/Emotional	Counseling Groups	Girl Groups Boy Groups Deployment Groups Serious Illness Group Divorce Groups	6, 7, 8	Counselors	Social/Emotional well being
Weekly/Daily	Academic/Social/Emotional	Parent/Teacher Conferences	Meeting/completion of Team Minutes/Brainstorm "plan" for student success	6, 7, 8	Counselors, Teachers, Parents, Sch. Psych.	Success of student

ACTION PLAN: TARGETED NEED

Targeted Need:

Data Source(s) for Identified Need:

Resources and/or cost needed to implement:

Counselor's Reflection

Looking back over this year's plan: What worked well? Were there special challenges that affected your work? What are the next steps to modifying and/or enhancing your counseling services? After reflecting on each, respond below noting your measures of success and next steps:

What worked well? (Measure(s) of Success

Next Steps)

Which part of the plan met with challenges?

(Challenges

Next Steps)

Were modifications necessary due to emerging issues or changing situations? (Situations/Modifications)

What other reflections have personal or professional meaning to you? (Personal/Professional Goals)