

WEST END ACADEMY Performance Learning Center

COUNSELOR INDIVIDUAL GUIDANCE PLAN

2014-2015

Philosophy

The guidance program believes that all students have the ability to achieve, grow, and excel. The counselor serves as an advocate for every student. Data helps to drive decisions to improve educational experiences and services for all students. Counselor abides by the Georgia Professional School Counseling Ethics as advocated by the American School Counselor Association. Counselor participates in on going professional development to maintain a quality school counseling program.

Domain: Academic Development				
Standard: A: <i>Student will acquire the attitude, knowledge and skills that contribute to effective learning in school and across the life span.</i>				
<i>Aligned with school targets impact on student achievement</i>				
Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
<p>Attendance: To increase the days students are present from [2013-2014 goal] of 80 percent to 85 percent for the 2014-2015 year.</p> <p>To increase the average daily attendance from 94 percent in the 2013-2014 year to 95 percent for the 2014-2015 school year.</p> <p>To provide assistance to the Student Support Team</p>	<ul style="list-style-type: none"> - Parent/student conference(s) - Warning letter(s) mailed to parent or guardian - Advisement - Reminders during Morning Motivation/Group Guidance - Reinforce/Emphasize during Parent Nights - Calls (home/work) to parents regarding students' absences - Refer excessive absent students to CIS Resource Coordinator and/or APS Social Worker - Attendance incentive program – CIS - Maintain updated student data forms - Set up SST Meetings for appropriate students 	<p>Monthly</p> <p>Daily</p> <p>SST Meetings - Fridays</p>	<p>School Counselor, CIS Resource Coordinator, School Social Worker, and/or Teacher(s)</p> <p>SST Chairperson, Counselor, Teacher(s)</p>	<p>Infinite Campus attendance report(s)</p> <p>Student sign-in attendance logs</p> <p>SST Documentation in student's folder</p>
Domain: Academic Development				
Standard: B1: <i>Student will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.</i>				
<i>Aligned with school targets impact on student achievement</i>				
Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
<p>To increase the number of students passing the End-Of-Course-Tests/End of Course Milestones</p>	<ul style="list-style-type: none"> - Teacher will provide "extra-help sessions" for students referred by counselor. Sessions will be available in the mornings, during lunch period, after-school (3:30-4:00 pm), and/or on selected Saturdays - Letter(s) to parents or guardian informing them about the importance of taking the EOCT/EOC Milestone testing - Letter(s) will be provided to students, informing them when they are scheduled to take their test(s) - All students will be encouraged to attend school regularly - Orientation - Counselor will serve as Test Coordinator to keep abreast of all students' test status throughout the year - Provide USA Test Prep logon information to teachers and students 	<p>See APS 2014-2015 Testing Calendar</p> <p>On-going</p>	<p>School Counselor/Lead Test Coordinator</p> <p>Teachers</p> <p>CIS Resource Coordinator Principal</p>	<p>Fall/Winter 2014 Test Scores and Spring 2015 Test Scores</p>

Domain: Academic Development				
Standard: B2: <i>Student will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.</i>				
<i>Aligned with school targets impact on student achievement</i>				
Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
<p>To increase the percent of students passing the Georgia High School Writing Test</p> <p>For students in cohort 2009-2010 and 2010-2011 increase the percent passing the [fazing out] GHSGT by at least 90 percent of the graduating seniors in these cohorts (To assist with closing the achievement gap).</p>	<ul style="list-style-type: none"> - Teacher will provide “extra-help sessions” for students referred by counselor. Sessions will be available in the mornings, during lunch period, after-school (3:30-4:00 pm), and/or on selected Saturdays - Letter(s) to parents or guardian informing them about the importance of passing all parts of the Georgia High School Graduation Test - Letter(s) will be provided to students, informing them when they are scheduled to take their test(s) - All students will be encouraged to attend school regularly - Orientation - Counselor will serve as Test Coordinator to keep abreast of all students’ test status throughout the year - Provide USA Test Prep logon information to teachers and students - Provide GHSGT Waivers for eligible students 	<p>See APS 2014-2015 Testing Calendar</p> <p>On-going</p> <p>On-going</p>	<p>School Counselor/Lead Test Coordinator</p> <p>Teachers/Facilitators</p> <p>CIS Resource Coordinator Principal</p> <p>Counselor</p>	<p>Fall/Winter 2014 Test Scores and Spring 2015 Test Scores</p>
Domain: Academic Development				
Standard: C: <i>Students will understand the relationship of academics to the world of work and to life at home and in the community.</i>				
<i>Aligned with school targets impact on student achievement</i>				
Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
<p>All students will be encouraged to participate in the school-wide service learning projects –</p> <ol style="list-style-type: none"> 1) No Place for Hate 2) WEA Urban Garden 	<p>Selected students will participate in Life Skills, Leadership, and/or advisement groups and cover the No Place for Hate materials</p> <p>Students will be encouraged to work in the West End Urban Garden under the leadership group. They will learn how to care for the soil and grow vegetables/plants.</p> <p>Students and staff will complete the No Place for Hate “Assessing Yourself & Your School Checklist</p>	<p>Year Long Event</p> <p>Year Long</p> <p>September - December</p>	<p>Counselor, Service Coordinator, Teacher/Facilitators, Leadership Administrator(s), Students</p>	<p>List of Students in Life Skills Group, and Leadership Group</p> <p>Log sheets with names and dates of students who worked in the garden.</p> <p>Completed surveys</p>

Domain: Career Development				
Standard: A: Student will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.				
<i>Aligned with school targets impact on student achievement</i>				
	Developmental Objectives	Activities	Time-Frame	Person Responsible
	To encourage all junior and senior students to use the Georgia Career Information Center, and/or GACollege411 Internet resources to help explore, plan, apply and pay for post-secondary opportunities.	<ul style="list-style-type: none"> - Students will be introduced to how to access and utilize the career exploration tools through advisement in the career center. Counselor will demonstrate how to access each website. The website will be given to students as a handout - Counselor will encourage interested students to sign-up to take the ASVAB - Students will have an opportunity to hear about various careers from motivational speakers/business personnel who are actually working in their career area. 	First/Second Semesters	Counselor
	To encourage junior and senior students to take the ASVAB as a means to explore their career interest.		October	Counselor
	To encourage all junior and senior students to participate in the College and Career Motivation Week.		November	Counselor will coordinate the week-long event

Domain: Career Development					
Standard: A2: Student will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.					
<i>Aligned with school targets impact on student achievement</i>					
	Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
	To encourage 100% of students to practice dressing for success for the world of work.	<ul style="list-style-type: none"> - Each Wednesday students will be encouraged to dress for success - Students will be given "dress for success guidelines" in an Advisement Session. - Student will be encouraged to dress for success when attending various functions (i.e. field trips to college fairs, luncheons, and other activities. - School Closet is available for students who made need assistance dressing for success. Students needing community service hours will assist with organization and managing the School Closet. - Students will volunteer with school clean up opportunities, urban garden, the School Closet, the Logan Wilkes Foundation, West End Academy Leadership Program, assisting teachers, providing tutor services to other students, etc... 	Wednesdays	Counselor Service Coordinator School Facilitators Students	Observation
	To increase the number of students completing community service hours to meet graduation requirement		First/Second Semesters		
			On-going		
			On-going		Students completing Community Service Hours - IC

Domain: Career Development					
Standard: A3: Student will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.					
<i>Aligned with school targets impact on student achievement</i>					
	Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
	To provide opportunities for students to interview with various technical colleges, and universities through the PROBE College Fair, FAMU Recruitment Fair, and visiting college representative, and through college campus visits, etc...	<p>Students will participate in field trips as it pertains to colleges of interest. They will also be exposed to various institutions of higher learning through visits of various representatives to the WEA. Some of the colleges and universities we will visit this year are: Atlanta Metropolitan, Atlanta Technical College, Gordon, and Georgia Southern State University.</p> <ul style="list-style-type: none"> - Students will have access to a file cabinet with college admission information (i.e. ACT and SAT Registration and Study Guides) - Some college/university applications will be available for students to practice completing forms and applying for admission. 	<p>College Fairs: September and October</p> <p>College Campus Visits: October and February</p> <p>College Representatives Visits</p> <p>On-going</p>	<p>School Counselor</p> <p>Resource Coordinator (when possible)</p>	<p>Parent Permission Slips</p> <p>List of Participants</p> <p>Number of students completing college applications</p>

Domain: Career Development					
Standard: A4: Student will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.					
<i>Aligned with school targets impact on student achievement</i>					
	Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
	To introduce students to and/or encourage students to participate in an apprenticeship program and/or internship/OJT/WBL opportunities through the CTAE program	<ul style="list-style-type: none"> - Various representatives who offer apprenticeships and/or internship opportunities will be invited to speak to students. Interested and eligible students may apply. Some of the agencies maybe the Police Cadet Programs, the Year-Up Program, Arthur Blanks' Skills Program, Go Build Georgia Program, Leadership Luncheons, Mayor's Youth Program/Atlanta Workforce Development, The Logan Wilkes Program and various other programs and job opportunities afforded students through the WBL Program under the Technology Career Teacher and/or Communities In Schools of Atlanta. - Student will be assigned to the WBL course(s) by counselor as their schedule/programs of study permit. 	<p>First/Second Semesters</p> <p>On-going</p>	<p>School Counselor</p> <p>Technology Career Teacher</p> <p>Resource Coordinator</p> <p>Principal</p>	<p>Sign-up Logs</p> <p>Student Schedules</p>

Domain: Personal/Social Development					
Standard: A: Student will acquire the knowledge, attitude and interpersonal skills to help them understand and respect self and others.					
<i>Aligned with school targets impact on student achievement</i>					
	Developmental Objectives	Activities	Time-Frame	Person Responsible	Evaluation Procedures
	To encourage students to participate in morning motivation/advisement to make decisions, set goals and take the necessary actions to achieve their goals.	<ul style="list-style-type: none"> - Advisors/Facilitators will use the Morning Motivation activities to reinforce respecting one's self and other students - School culture will promote respect - No Place for Hate activities will be promoted through the Morning Motivation 	<p>First/Second Semesters</p> <p>On-going</p>	<p>School Counselor</p> <p>Resource Coordinator</p>	<p>School Culture</p> <p>Student Survey</p>