

To: Members of the Board of Education

From: Victoria Holbrook, Counselor, Geneva High School

Re: Summary of Counseling and Advising Activities First Semester 2013-2014

Date: February 11, 2014

The National Standards for school counseling programs are what the American School Counselor Association (ASCA) believes to be essential elements of a quality and effective school counseling program. The standards are public statements of what students should know and be able to do as a result of participating in a school counseling program. Following the ASCA model, the Geneva High School Counseling and Advising Department centers student based activities in the areas of Academic Development, Career/College Development and Personal/Social Development. In addition to utilizing the National Standards and the ASCA model, the Illinois Social and Emotional Standards were used as guidelines to developing activities utilized to help students with Personal/Social Development. The following is a summary of these activities organized by the appropriate domain. In many cases, the activities apply to more than one realm and overlap may occur. At the end of the document is a listing of Professional Development the members of the department participated in this semester.

Academic Development

Course Withdrawals: Students can withdraw from a course within the first six weeks of the semester and obtain a study hall. Students must obtain a withdrawal form from the Counseling and Advising Office, secure the necessary signatures and return the form to the Counseling Office for approval and schedule change. A total of 139 withdrawals were processed this semester.

Level Changes: Students may choose a higher or lower level of a course within the first three weeks of a semester. Students generally meet with his/her counselor to obtain a form and then obtain appropriate signatures. The schedule is changed when the level change is approved.

Waivers: The Counseling and Advising Support Staff processed applications of students who applied for study hall waivers. A total of 44 were entered into the computer for this semester.

PLC's: The Counselors provided a variety of Personal Learning Choices for students during the first semester. The following is a listing of the options for each class that were provided by the Counselors:

September 5, 2013: Mandatory for Seniors....”Using Naviance When Applying to Colleges

September 12 and 19 2013: Optional for Seniors: “ Writing Effective Essays for College Applications”

October 17, 2013: Optional for Juniors and Seniors: “Naviance Overview and Refresher”

October 24, 2013: Mandatory for Sophomores: “Naviance Overview and Training”

October 31, 2013: Mandatory for Freshman: “Naviance Overview and Training”

November 21, 2013: Mandatory for Juniors: “Update on Course Selection and College Search Process”

December 12, 2013: Mandatory for Freshman: “Preparing Effectively for Final Exams”

New Students: Families new to the district or students re-enrolling met with a counselor to choose classes for the school year. Geneva High School Counselors, Registrar and Support Staff enrolled 88 new students during the first semester.

Ninth Grade Parent Night: Ms. Mary Jane Johnson, Director of Counseling and Advising gave tips to the parents of 9th graders on making a successful transition to high school.

Summer Hours: Mrs. Cathy Pool and Mrs. Sheri Klatt, counselors, saw many students and families over the summer. Many students were new or re-enrolling but many appointments dealt with scheduling questions, college planning or social/emotional issues. In addition to seeing students and families, a large volume of phone calls were returned dealing mostly with scheduling questions or concerns. Support staff was able to handle some of these calls.

Back to School Night: Counselors were available in the GHS Commons to answer questions and help run student schedules for parents who needed them.

Early Graduation Conferences: The counselors met with seniors and their parents to complete an Early Graduation Application. Twenty-seven seniors choose to graduate early.

Tutoring: The Counseling and Advising Office provides an updated outside tutoring list for families who want subject area tutoring. In addition, the Counseling Office advertises and refers students to the Math Lab tutoring that occurs Monday-Thursday afternoons and during the

Thursday morning PLC time. This lab is staffed by Math Department teachers. Additionally, several departments also have tutoring available during the PLC time on Thursday mornings.

Eighth Grade Registration: Counselors spoke to 8th grade students at Geneva Middle School North and South about the registration process for the upcoming school year. Students received Program of Study booklets as well as course selection sheets.

Private School Registration: Mrs. Victoria Holbrook, counselor, went to St. Peter's Catholic School to talk to their 8th graders about course selection at Geneva High School. Additionally, students from several other area private schools came to a presentation at GHS given by Mrs. Holbrook on course selection.

Eighth Grade Parent Night: Ms Mary Jane Johnson, Counseling and Advising Department Chair and Ms. Sherri Klatt, Counselor presented information to parents about Counseling and Advising services available to high school students. A revised power point was presented at this event.

Honors and AP Parent Night: Over 150 parents attended a meeting to discuss the AP and Honors Curriculum at Geneva High School. The Department Chairs including Mary Jane Johnson, Director of Counseling and Advising spoke at this event.

Registration Process: All students registered for next year's classes online November 4-March 3, 2014 through e-school's Home Access Center. Each current student was seen individually by his or her counselor to review his/her course selections beginning November 18, 2013. Postcards were sent to student's homes with a specific appointment time determined by each counselor. All students were seen by the six counselors during the months of November, December, January and February.

Schedule Conflicts: The counselors resolved scheduling conflicts for all grade levels. Alternate course requests were used when possible, but a number of students had to be seen to make changes in his/her schedule.

Correspondence Courses: Students needing additional coursework to graduate or supplement their high school curriculum are offered courses through the American School of Correspondence, Brigham Young University School of Correspondence, or Illinois Virtual School. The counselors assist students in choosing appropriate courses and facilitate the registration process when necessary.

Homebound/Hospital Liaison: Counselors inform Sue Perry, Counseling and Advising Administrative Assistant when a student has been hospitalized or is receiving homebound instruction. Ms. Perry works with homebound tutors and/or hospital tutors to secure homework assignments for students who are ill or hospitalized for an extended period of time. Ms. Perry contacts the students' teachers to get homework allowing the student to stay current in classes

while unable to attend school. Work is shared between the private tutor and the classroom teacher electronically whenever possible. A transition staffing is arranged by the counselors prior to the student returning to school. Generally a representative from the hospital program as well as the student, parents, social worker and nurse often attend this meeting.

Problem Solving Team: The counselors, social workers, psychologists, deans and nurses are members of the Problem Solving Team (PST). This team meets every Tuesday afternoon for several hours discussing students who may be struggling with academic, social/emotional, or behavioral issues at Geneva High School. The counselors check the weekly eligibility report and bring students to the meeting who are failing or in danger of failing courses. The counselors are responsible for completing paperwork in advance of the meeting that requires test data, previous grade information, current teacher input and any other factors the team needs to be aware of. The team brainstorms ideas to help the student become more successful and will on occasion suggest a supported study hall, study seminar or a case study to determine the need for additional educational services.

Career/College Development

Naviance: The Counseling and Advising Department continues to expand the use of a new web-based computer software program called Naviance Succeed this semester. This program is a counseling tool that allows students and parents to research colleges and careers. This program allows the Counseling and Advising Office to track and analyze data about Geneva High School graduates and their college choices and give current GHS students access to that information so they can predict the likelihood of admission at specific colleges. Mary Jane Johnson, Director of Counseling and Advising, Sheri Klatt and Julie Mueller, Counselors facilitated expansion of this program. Many hours were spent in the early fall training students and staff on the uses of this program. Students in every grade level were given a presentation on Naviance at the mandatory PLC class meetings on Thursday mornings. All college applications were handled electronically by utilizing this program.

Practice ACT: Juniors were offered the opportunity to take a practice ACT on the all school testing day, October 16, 2013. Over 500 students took this test that was provided by Revolution Prep. Proctors were trained according to strict ACT guidelines to ensure a secure and conducive testing environment. Answer sheets were scored by Revolution Prep and students were given instructions on how to access their scores online.

PSAT/NMSQT: On Saturday October 19, 2013 students were given the option of taking the Preliminary SAT/National Merit Scholarship Qualifying Test. Students who score in the top 1% nationally on the PSAT may qualify as National Merit Scholarship semi-finalists and finalists. This scholarship is not funded by the National Merit Corporation but some companies and

colleges may offer scholarship money to National Merit Finalists. Over 70 students took this exam.

EXPLORE Test: Incoming freshman from private schools were given the opportunity to take the Explore Test to help in ensuring appropriate course placement. The Explore is a product published by ACT Corporation and the first step in the E-Pass testing system. About 8 students took this test on October 19, 2013.

ACT Preparation Information: A list representing the organizations that have contacted GHS Counseling and Advising Office about providing ACT Preparation Programs is advertised on the GHS website, in the Viking Vessel, on the daily announcements, posted on 304 Connects, is on Naviance and is available in hard copy format in the Counseling and Advising Office. There are currently twelve agencies represented on the list. A complete listing can be viewed on the Counseling and Advising Webpage at www.geneva304.org or on the student's Naviance Page.

National Merit Semi-Finalist Applications: Students who score in the top one percent nationally on the PSAT/NMSQT are invited by the National Merit Corporation to apply for a National Merit Scholarship. The scholarship application includes a student essay as well as a counselor recommendation and verification of courses taken and grades earned. This information must be entered online and submitted to the National Merit Corporation. Each counselor is responsible for the application for her students. This year, Geneva High School had 3 National Merit Semi-Finalists: Jeannelle Alford, Rian Kormos and Destin Tunca. The following students were named National Merit Commended Scholars: Brian Dahlberg, Alana Goodrich, Emma Pappas, and Ryan Schneider.

College Representative Visits: College admissions representatives visit Geneva High School throughout the school year. The colleges visiting are listed on the high school webpage at www.geneva304.org, on Naviance, and are advertised on the daily announcements. Students are encouraged to sign up via Naviance to visit with the representatives of schools they may be interested in attending. A total of 72 colleges visited GHS this semester. Additionally, visits hosted by colleges in the Chicago area are advertised on the daily announcements as well as on our webpage and Naviance.

College Applications: Processing college applications is an activity that involves all six counselors, the registrar and the secretaries. During this semester, a total of 2002 transcripts were sent, the vast majority were sent electronically via Naviance.

Military Cafeteria Visits: Several branches of the Armed Forces have an information booth for students during lunch hours in the cafeteria. The Marines scheduled monthly visits throughout most of the semester as well as Army.

WCC College Fair: Waubensee Community College sponsored a college fair on October 7, 2013 which was advertised by the Counseling and Advising Office via the daily announcements posted on the webpage, www.geneva304.org as well as on Naviance.

CAP Program: The Kane County Chronicle sponsors the Chronicle Achievement Program to honor area high school seniors who excel in academic effort, extracurricular activities, and/or service opportunities. Counseling and Advising Administrative Assistant Lisa Schwer, coordinates this program for Geneva High School. The students are nominated by faculty members and his/her pictures and a brief write up about the student appears in the newspaper. This semester's recipients are: Victoria Ascencio, Cara Birschbach, Alyssa Hensley, and Anna Dispensa.

Career Center: Geneva High School employs a part-time counselor, Ms. Lexie Rosborough, who helps students with career exploration. The following is a listing of her activities during this semester:

- **Career Exploration Internship Class:** Ms. Rosborough has served as coordinator for this semester long class which has had an enrollment of 8 students this semester. Student interns were placed in journalism, veterinary medicine, graphic design, youth ministry, engineering, sign language interpretation, and esthetics.
- **Job Shadowing:** Ms. Rosborough fulfills job shadow requests for students throughout the semester. Informational interviews can also be set up for fields in which a shadow is not feasible.
- **Grants:** One grant was written and received from VALEES in the amount of \$750.00. This money will be used for the Career Fair.
- **Individual Counseling:** Students interested in seeing the career counselor are seen individually to discuss career options. Students often take career assessments during these sessions.
- **Spring Career Fair:** Ms. Rosborough is currently planning for a career fair to be held at Geneva High School in March 7, 2014. Speakers are being secured to represent all 16 Career Clusters.
- **STEM Career Fair:** Plans are underway for the Science, Technology, Engineering and Mathematics career fair to be held at FermiLab in April, 2013.
- **VALEES:** Ms. Rosborough is a member of this organization and attends their meetings.
- **Course Presentations:** Ms. Rosborough has presented on resume writing to Personal Finance classes and has attended field trips with the Child Development Class and the extra-curricular DECA club.

Personal/Social Development

While all realms of an effective counseling program are important, this area continues to be a priority for the Counseling and Advising Department. Several new activities were developed and implemented in the areas of student well-being. The specific goal addressed by the Counseling and Advising Office was to develop programming and activities to support student success based on the Illinois Social Emotional Learning Standards. Many of these programs occurred during the PLC sessions on Thursday mornings.

Special Education Groups: Therese White and Jennifer Liebforth facilitate various groups for about 70 students identified with special education needs. The topics covered in these groups include social skills, social language skills, goal setting, stress/anxiety, and general counseling.

Fueling Station: Ms. Cathy Pool coordinates a supply of small breakfast and/or snack items that are available to identified students throughout the school day. The students who access this program may be on free and reduced lunch or may just need a little nourishment and nurturing due to difficult family situations. Items for the Fueling Station are donated by various clubs and groups at school and in the community. Over 30 students participated in this program during the first semester.

Backpacks of Support: The Geneva Mother's Club provides school supplies to fill backpacks for distribution to GHS students in need. Multiple students were recipients of this gift at the beginning of this school year.

New Student Transition Activities: Mrs. Pool coordinated new student transition activities for students enlisting the help of Ambassador League members. Each new student had the opportunity to receive an Ambassador League partner. Ambassador League members did a variety of things to help welcome the newcomers.

Peer Leadership Program (PLP): Ms. Candace Martin-Phelan, Therese White and Mary Jane Johnson are the sponsors for the extra-curricular activity called the PLP Program. The purpose of the club is to promote peer leadership between upper classmen and younger students. Some of the activities the PLP was involved in during the first semester included:

- A Pizza Party with mentors and mentees during registration week in August. New student got a tour of the school and an opportunity to participate in a Question and Answer session with their mentors.
- A Breakfast was held during one of the PLC times in September giving mentors and mentees an informal opportunity to socialize.

- During Red Ribbon Week, PLP students and the entire Counseling and Advising Staff gave all students an opportunity to write the names of supportive and/or caring individuals in their life on yellow sticky notes. The notes were arranged on the cafeteria windows in the letters of SOS which stands for Signs of Suicide. A more detailed SOS program will be presented to all freshman in February.
- After the EXPLORE test in October, freshman watched a movie entitled ‘Project Happiness’. Students were then asked to write what made them happy on a slip of paper. These remarks were displayed on cafeteria windows under the title of “Happiness Is...” The purpose of this activity was to get students to identify activities that provide a natural high instead of turning to drugs and/or alcohol for happiness.

Individual Counseling: The counselors, social workers and psychologists see students as needed on an individual basis for social/emotional needs. Students may present with a variety of concerns including family stressors, interpersonal relationship issues, anxiety and stress and depression. A record number of mental health related hospitalizations and suicide assessments have been done this semester by all members of the Counseling and Advising Staff. There is an ever increasing need to integrate social/emotional education for all students and staff. Plans are underway to expand the services already in place for social emotional needs.

Hospitalizations: Over the past few years, Geneva High School has seen an increase in the number of hospitalizations for mental health issues. The total number of hospitalizations for the past 3 1/2 years is as follows:

- 2010-2011 13
- 2011-2012 41
- 2012-2013 60
- 2013-2014 (1 sem) 22

Suicide /Risk Assessments: The counselors, social workers, and psychologists have done 25 self-harm assessments during the first semester. Some of these resulted in hospitalizations.

Social Emotional Curriculum: Members of the counseling department continue to study social/emotional curriculums that may be introduced to students in the future. Many of the activities of these programs may be incorporated into the Personal Learning Choices on Thursday mornings for students.

Other

Professional Development: Members of the Counseling and Advising Department attended the following workshops and/or conferences:

ACT Illinois State Conference	Director, Counseling/Advising
ACT Update Sessions	2 Counselors
College Board Update	1 Counselors
State Articulation Conference	3 Counselors
WI State University Articulation	1 Counselors
VALEES Meetings	1 Career Specialist
DOCSSSC monthly meetings	Director, Counseling/Advising
University of Illinois Presentation	All Counselors
DBT Training by Kim Duris	All Counselors, Psychs, Social Workers
ISAC Financial Aid Workshop	1 Counselors (FAFSA Certification)
CANN Naviance Training	2 Counselors
College Academy Webinar	All Counselors
WCC Counselor Breakfast	5 Counselors
University of Missouri Lunch	2 Counselors
Progress Monitoring for Behavior Intervention	1 Psych, 2 Social Workers
DSM-V Update	2 Psychologists
Why People Die of Suicide	1 Psychologist
504 Section Plans	1 Psychologist
University of Kentucky Luncheon	1 Counselor

University of Alabama Presentation	1 Counselor
Autism Training through Mid-Valley Co-op	1 Social Worker
WAYS Seminar on DBT Skills	1 Social Worker
Mental Health and Resiliency Webinar	1 Social Worker
Treatment of Trauma	2 Social Workers
Self-Injury Seminar	1 Social Worker
Best Practices for Youth Suicide Prevention Webinar	1 Social Worker
Legal Issues in Confidentiality	All Counselors
PLC Leadership Training	2 Counselors
Charlotte Danielson “Talk About Teaching”	Director Counseling and Advising