

To: Members of the Board of Education

From: Victoria Holbrook, Counselor

Re: Summary of Counseling and Advising Activities First Semester 2012-2013

Date: February 1, 2013

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 225 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 70 were entered into the computer for this semester.

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 92 new students during the first semester.

Summer Hours: Mrs. Cathy Pool, counselor, 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. Over 25 seniors choose to graduate early.

Tutoring: The Counseling and Advising Office provides an updated outside tutoring list for families who want subject area tutoring.

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, placement tests were administered by the respective schools for appropriate placement in Math, English I Honors, Modern World Honors, and Foreign Language. The private school teachers were instrumental in recommending the appropriate Science class for these students.

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

Honors and AP Parent Night: Over 200 parents attended a meeting to discuss the AP and Honors Curriculum at Geneva High School. The Department Chairs, Mary Jane Johnson, Director of Counseling and Advising spoke at this event.

Registration Process: All students registered for next year's classes online November 12-November 26, 2012 through e-school's Home Access Center. Each current freshman student was seen individually by the counselors to review his/her course selections during the weeks of November 27-December 14, 2012. Postcards were sent to student's homes with a specific appointment time determined by each counselor. Additionally, a master list of appointments was posted on the Counseling and Advising windows for student reference. Students who missed

his/her appointments were seen on makeup days. All 512 students were seen by the six counselors.

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 High School. The counselors assist students in choosing appropriate courses and facilitate the registration process when necessary.

Homebound/Hospital Liaison: Counselors work with homebound tutors and/or hospital tutors to secure homework assignments for students who are ill or hospitalized for an extended period of time. Work is shared between the private tutor and the classroom teacher and appropriate documentation is secured for attendance purposes. This service allows students to remain current in classes while unable to attend school.

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. In addition, this program allows counselors to communicate vital information to students via e-mail. 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. 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, November 6, 2012. Over 500 students took this test that was provided by Kaplan Test Preparation Company. All proctors were trained according to strict ACT guidelines to ensure a secure and conducive testing environment. Answer sheets were scored by Kaplan and returned to GHS for distribution to Geneva High School juniors. Support staff copied each student's score report and filed them in the appropriate student file. A comprehensive report of all student scores was shared with Geneva High School.

PSAT/NMSQT: On Saturday October 20, 2012 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 20 students took this test proctored by Ms. Cathy Pool, Counselor.

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 four National Merit Semi-Finalists: Emily Schooley and Victoria Cooley.

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 to visit with the representatives of schools they may be interested in attending via Naviance. College representatives fill out a college information form that is

updated yearly and filed in a notebook next to the student sign up page for each college visit. A total of 972 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 1850 transcripts were sent, the vast majority were electronically sent 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.

College Application Mania: Seniors were invited to attend College Application Mania the morning of November 6, 2012. This event occurred in the library and gave students the opportunity to work on college applications. English teachers as well as counselors were available to help students with college essays and answer any questions related to the college application process.

College Chat: Counselors were available before and after school on November 1, 2012 to help students with college applications, answer Naviance questions, and give general assistance.

WCC College Fair: Waubensee Community College sponsored a college fair on October 1, 2012 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 Director Mary Jane Johnson 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 Majewski, Stephanie Schultz and Emma Juby.

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

- **Career Exploration Internship Class:** Ms Montgomery 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, event planning, international business, law and graphic design.

- **Job Shadowing:** Ms. Montgomery fulfills job shadow requests for students throughout the semester. Students participated in shadowing experiences following veterinarian, nurse, and engineers.
- **Grants:** Two-grants were written and received from VALEES in the amount of \$500 each. This money will be used for the Career Fair and Job Shadow Programs.
- **Individual Counseling:** Students interested in seeing the career counselor are seen individually to discuss career options. Students often take career assessments during these sessions.
- **WCC Career Expo:** Ms. Montgomery took 35 students and 1 parent to the Career Exposition held at Waubensee Community College. Students were able to participate in two sessions on careers in which they had an interest.
- **Spring Career Fair:** Ms. Montgomery is currently planning for a career fair to be held at Geneva High School in March of 2012. Speakers are being secured to represent all 12 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. Montgomery is a member of this organization and attends their meetings.

Personal/Social Development

While all realms of an effective counseling program are important, this area received a considerable amount of attention during the first semester of the 2012-2013 school year. Several new activities were developed and implemented in response to the District 304 School Board goal regarding student health and well-being. The specific board 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.”

Special Education Groups: Therese White and Candace Martin-Phelan 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. In addition, students in the Alternative Program participated in presentations from Mutual Ground and Prana Yoga.

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. About 30 students participated in this program during the first semester.

Backpacks of Support: The Geneva Mother's Club, the Junior League and various local businesses provided fully loaded backpacks filled with school supplies for distribution to GHS students in need. Twelve 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. Over 25 students took advantage of this program. Ambassador League members did a variety of things to help welcome the newcomers. Counselors also sat at a designated table during lunch giving the new students a friendly place to eat lunch for the first week of school.

Peer Leadership Program (PLP): Ms. Candace Martin-Phelan, Therese White, Nancy Beal, and Mary Jane Johnson are the sponsors for a new extra-curricular activity called the PLP Program. The purpose of the club is to promote peer leadership between upper classmen and younger students. The PLP students participate in the mentor luncheon with their freshman mentee at the beginning of the school year. They also assist with Red Ribbon Week activities and the Suicide Prevention assembly for freshman. Right before Winter Break, the PLP hosted a Cocoa and Cram session helping students prepare for final exams. Plans are underway for the PLP members to speak to the incoming freshman during the annual Transition Days held in May.

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. In school year 2011-2011, 13 students were hospitalized. In 2011-2012 41 students were hospitalized. The number of hospitalizations from the first semester of the 2012-2013 school year were 36 with half the year still to go.

Suicide /Risk Assessments: The counselors, social workers, and psychologists have done 35 self-harm assessments during the first semester. Some of these resulted in hospitalizations.

Bullying Awareness: School Psychologist Nancy Beal and Counselor Cindy Kovach began a bullying education program this past semester. As a part of this ongoing initiative, 2 anti-bullying videos and student presentations were shown to all students in homeroom via the GTV Studio. In addition, tabletop informational sheets were distributed in the cafeteria and other places around the school, discussing three separate bullying topics. A bulletin board and Viking Vessel article also increased student and parent awareness of bullying. In a combined effort, the Graphics Design Class and the Art National Honor Society produced anti-bullying posters for display around the building.

Social Emotional Curriculum: Mary Jane Johnson, Director of Counseling and Advising and Therese White, Social Worker are working on a curriculum proposal to be implemented in the 2013-2014 school year. If Professional Learning Communities become a reality for next year, the curriculum would be delivered during that time frame.

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	3 Counselors
State Articulation Conference	2 Counselors
WI State University Articulation	1 Counselors
VALEES Meetings	1 Career Specialist
DOCSSSC monthly meetings	Director, Counseling/Advising
Purdue University Presentation	1 Counselors
Charlotte Danielson training for evaluation	Entire Department
Webinar on ADHD	Entire Department
Great Lakes College Association	2 Counselors
University of Illinois Presentation	All Counselors

Mental Health and the Law	1 Social Worker
Working with the New Millennium Teen	2 Social Workers; 1 Psychologist
Contextual Therapy for Complex Trauma	2 Social Workers
Suicide Assessment and Intervention	1 Social Worker; 1 Psychologist
Understanding K2 and Bath Salts	2 Social Workers' 1 Psychologist
Motivational Interviewing	2 Social Workers; 2 Psychologists
ISAC Financial Aid Workshop	2 Counselors (FAFSA Certification)
Art Therapy Interpretation	1 Social Worker; 1 Intern
Toxic People	1 Social Worker
Personality Disorders	1 Social Worker
Helping Anxious School Refusal Students	1 Social Worker
Effective Communication in Therapy	1 Social Worker
Domestic Violence and Impact on Families	1 Social Worker; 1 Psychologist
Family Strategies for Addiction	1 Social Worker; 1 Psychologist
The Unholy Trinity: ADHD, DDD & CD	1 Social Worker
Not For Human Consumption	1 Counselor; 1 Intern
Co-occurring Disorders	1 Psychologist
CANN Naviance Training	2 Counselors
Executive Function Disorder	1 Psychologist
Suicide Assessment/Intervention	1 Psychologist
Data Collection/Practical Interventions	1 Psychologist
Neuropsychology and Dyslexia	1 Psychologist

