

I. Rationale for having a School Advisory Board

The ASCA National Model defines a school counseling advisory board as a representative group of stakeholders selected to review and advise on the implementation of the school counseling program. This group assists by advising on program goals, reviewing program results, making recommendations about the school counseling program, advocating and engaging in public relations for the school counseling program, and advocating for funding and resources (American School Counselor Association, 2012). The School Advisory Board consists of parents, teachers, administrators, community members, students, and School Board members. According to Goodman-Scott, Betters-Bubon, and Donohue (2015), educating influential stakeholders on comprehensive programs using the three-tiered Positive Behavioral Interventions and Supports (PBIS) approach may give stakeholders a better understanding of school counseling and increase their support of school counselors engaging in job activities aligned with a comprehensive program. The school counselors are recommended to describe comprehensive school counseling programs within the PBIS framework as one means to professionally advocate for school counseling and comprehensive program implementation. Moreover, comprehensive programs are a professional best practice associated with myriad student and school benefits.

II. List of School Advisory Board members

A. Parents:

The parents are elected by their peers only but cannot be a staff or faculty member of that school. They are elected to represent the voice/opinion of the parents of the school in which they serve. They are another voice for the student. They provide honest feedback in relation to the ideas or interventions currently being implemented. A maximum of two parents allowed.

B. Teachers:

The teachers are elected by their peers only. Teachers will represent a different perspective of the current curriculum along with student behavior. Teachers also support and represent the students' needs from a classroom perspective. A maximum of two teachers allowed.

C. Administrators:

The school's principal has an automatic required membership. Coincidentally, the school principal will be the only administrator allowed on the School Advisory Board. The principal can and will provide an unbiased opinion who has a significant amount of experience in the areas of regulations, overall student disciplinary concerns, as well as the students' perspectives from through the principal's eyes.

D. Community Members:

These particular members are personally appointed by the school's principal. These members include local businessmen, chamber of commerce members, community/civic organizations, and the general public. They can and will provide the most general view of the school counseling program in relation to the local community. A maximum of five community members allowed.

E. Students:

The students are elected by their peers only. Students will represent the direct impact or consequences of the current school counseling program. They will provide feedback as it may relate to social/emotional, academic, and/or career. A maximum of three students allowed.

F. School Board Members:

The School Board members are personally appointed by the principal and/or superintendent. The School Board members will be able to provide feedback as it relates to the school’s CCRPI, comparison schools, and/or the effects acknowledged by the school district. In addition, they can also provide suggestions that have worked at other schools. A maximum of two School Board members allowed.

Pre-Planning	Present Suicide/Crisis Protocol to staff during Faculty meeting
	Review all Tier II, Tier III, and 504 Plans- provide copies of plans and discuss pertinent information with teachers during grade level/team meetings
	Create Study Skills Schedules
	Prepare any bulletin boards (before Open House)
	Attend Special Education Accommodations meetings with each grade level
	Input Schedules in Infinite Campus (when needed)
	Plan the Backpack Program- determine which students qualify & those that will continue in the program
	Follow Up with Post-Secondary Institutions to ensure they will be in attendance for College Night (mid-Sept)
August – School begins on 8/25	Schedule Counselor Introduction and Classroom Guidance Lessons assigned to grade levels
	Meet with Administrators to discuss Principal/Counselor Agreement
	Plan for Closing the Gap Project
	Mentor Program- Create list of students in need and assign mentors if available
	Senior Credit Checks & Transcript Corrections (8/1-8/4)
	Schedule Changes (8/5-8/8)
	New Student Registration (8/15-8/18)
	Freshman Orientation & Parent Meeting (8/9)

	Senior Parent Meeting (8/10)
	Plan for September Advisement Lesson
	Host Open House (8/15)- have schedules available for all grade levels to pick up
	Promote College Night- Event will occur on 9/18
September	Promote College Night (9/1-9/18)
	Counselor Introduction to all grade levels
	Attend PTSA Fall Open House
	Advisement
	Data Entry- handbook permissions forms
	Supervise Students during School Picture Day
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Attend Team Meetings (based on alpha split)
	Leadership Meeting
	Student Council Meeting
	Assist students with SAT/ACT Registration
	Plan College Admissions Rep visits for Spring semester
	Plan Military Recruiters to come in November
	Plan for October Advisement
	How to Graduate on Time Classroom Guidance Lesson #1 (55 minutes)
	Create & Complete Closing the Gap Action Plan
	Advisement
	Plan for Freshman Conferences
	Plan for Red Ribbon Week Activities
	Newsletter/ Monthly Emails with Counseling Office's Updates
October	Communicate HS program Information Session Dates to Middle Schools' Administrators & Counselors
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Parent Teacher Conferences (10/10-10/14)
	Attend Team Meetings (based on alpha split)
	Student Council Meeting
	Stress Management/Test Anxiety Small Groups Lesson #1 (30 minutes)
	PSAT Prep/Admin (10/15)
	Preparation of Scheduling Information for Next School Year

	Plan for November Advisement
	Advisement
	Coordinate Red Ribbon Week Activities
	Begin Freshman Conferences (10/21)
	Relating School to Your Career Classroom Guidance Lesson #2 (10/1-10/8; 50 minutes)
	Candle Sale Fundraiser (10/2-10/31)
	Credit Recovery Advisement (all month)
	Bride Law Milestones with freshman & sophomores
November	Complete/Submit Counselor's Monthly Report for August- October (11/5)
	Begin Planning Canned Food Drive
	Let's Apply for Jobs Classroom Guidance Lesson #3 (55 minutes)
	Time Management Small Groups Lesson #2 (30 minutes)
	Communicate HS program Information Session Deadline Dates to Middle Schools' Counselors & Administrators
	Wrap Up Freshman Conferences
	Plan for December for Advisement
	Advisement
	Begin Senior Conferences (11/9-11/20)
	Attend SST/504 Meeting as needed
	Military Recruiters come to visit (11/11)
	Work with RTI-related students
	Attend Team Meetings (based on alpha split)
	Newsletter/ Monthly Emails with Counseling Office's Updates
	Leadership Meeting
	Begin Planning Financial Aid Literacy Week Activities & Materials
	Bride Law Milestones with juniors & seniors
	Attend EOC Test Training
	End of Course Test Prep
December	Financial Aid Literacy Week with Seniors & Juniors Classroom Guidance Lesson #3 (12/1-12/6; 55 minutes)
	Canned Food Drive (12/1-12/12)
	Goal-Setting Small Groups Lesson #3 (30 minutes)
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Oversee GA Student Health Survey

	Plan for January Advisement
	Advisement
	Leadership Meeting
	Create Portfolios for new students in GCIS
	Assist with End of Course Testing
	Begin Planning Graduation Ceremony/Program
January	Mid-Year Check-In Classroom Guidance Lesson (45-50 minutes)
	Attend SST/504 Meetings as needed
	Work with RTI- related students
	Begin Junior Conferences (1/6-1/19)
	Attend SST/504 Meeting as needed
	Advisement
	Plan for February Advisement
	8 th grade Transition & Parent Meeting
	Career Planning (Ga Futures, GCIS & You Science)
	Attend Team Meetings (based on alpha split)
	Leadership Meeting
	Student Council- Plan for chocolate candy bar fundraiser for End of the Year Party
	Bridge Law Milestones with freshmen & seniors
	Begin Planning Spirit Week & which activities (held during 2/8-2/15)
	Apply to College Week (1/20-1/25)
	Sell Spirit Week Tickets
	Begin Planning Honor's Night
February	Begin Sophomore Conferences (2/10-2/28)
	Complete/Submit Counselor's Monthly Report for November-January
	Write letters of recommendation for colleges, scholarships, jobs, etc.
	Parent Teacher Conferences (2/1-2/7)
	Plan for March Advisement
	Advisement
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Attend Team Meetings (based on alpha split)
	Student Council- Follow Up on Chocolate Candy Bar Fundraiser & begin planning End of the Year Party
	Bridge Law Milestones with sophomores & juniors

March	Honor's Night (3/12 from 7-9pm)
	Advisement
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Self-Esteem Small Groups Lesson #4 (30 minutes)
	Attend Team Meeting (based on alpha split)
	Leadership Meeting
	Plan for April Advisement
	Bridge Law Milestones with freshmen & seniors
	Attend EOC Test Training
	End of Course Test Prep
	April
Advisement	
Plan for May Advisement	
May	Advisement
	Bridge Law Milestones
	Create Portfolios for new students in GCIS (if needed)
	Attend SST/504 Meeting as needed
	Work with RTI-related students
	Leadership Meeting
	Attend 8 th grade Parent Night
	Supervise Graduation Ceremony-acknowledge all scholarships received
	Help Records Clerk file grades, test scores, etc.
	Complete/Submit Closing the Gap Report
	Complete/Submit Counselor's Monthly Report for February-May
	Complete/Submit Bridge Law Report
	Student Council End of Year Pizza Party
	EOC Re-test Prep/Examiner/Proctor/Make-ups
	Attend Placement/Retention/Promotion Meetings (as needed)
Create/Update/File all RTI charts	

References

American School Counselor Association. (2012). ASCA national model: A framework for school counseling programs (3rd ed.). Alexandria VA: Author.

Davis-Washington, K. (2018). Chapel Hill Middle School Counselor Responsibilities.

Davis-Washington, K. (2018). Counseling Department Current Duties and Responsibilities.

Goodman-Scott, E., Betters-Bubon, J., & Donohue, P. (2015). Aligning Comprehensive School Counseling Programs and Positive Behavioral Interventions and Supports to Maximize School Counselors' Efforts. *Professional School Counseling, 19(1)*, 57-67.
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