



## Counseling Program at Sunset Ridge 2014-2015

A big welcome to all new teachers at Sunset Ridge and a welcome back to all others! I'm so glad you have joined our family. This folder will contain important information for you in regards to our **Counseling Program** and **CPS Reporting**.

I'm looking forward to a productive year with you and our students. I appreciate the confidence you have placed in me and want to be a resource to you and assist you in any way that I can. Please don't hesitate to communicate any concerns you have about a student or situation with me.

Please put any information I give you in this folder and you will always know where your counseling information is located. The important things you'll find inside are **passes** and **referrals**, **CPS forms**, **group counseling information** as well as **when or why to refer a student**.

Below is a brief description of each:

### **CPS Forms:**

As the CPS Coordinator on campus (that means I must be aware of all CPS calls and suspicions) I am responsible for helping you complete the forms, contacting the proper authorities, and offering emotional support to both the victim and to you. **PLEASE** be sure to do the online course in regards to CPS protocol- on My Learning Plan. If you have any questions, I'll be more than happy to help you.

CPS Reporting Forms can be found on the PESD website or see me for a copy.  
CPS – 1-888-SOS-CHILD

### **Counseling Referral Process:**

- Students may wish to come and see me for a variety of reasons.
- Any information that I feel you need to know, I will share with you. Remember that there is some information that I am not allowed to share due to *confidentiality*. If you know anything about a student's personal life that may be interfering with their education (recent divorce, death in family, car accident.), please **email me or leave me a note** me rather than call or stop me in the hall.
- The email will help with documentation purposes, however keep in mind that confidential information should not be shared in an email, in that case just send me an email letting me know that you need to speak to me as soon as possible.

*So you want to refer a student to see me...*

- Basically, I need you to email me (this is VERY important as I need to document everything).
- Please be as specific as you can in the email. (keep in mind our *emails are not confidential* so you may not want to use a student's name if it is a sensitive subject...you can email me the info and call me with the name...or write out your concerns and put the note in my box).



*My student says he/she would like to see you*

- I will explain this process to your students as I come around during the first few weeks of school.
- In your mailboxes are copies of student self-referral forms (small 1/2 sheet).
- Have the student fill this form out and place it in the mailbox outside of my room.
- To honor instructional time, you may send the student at recess or breaks to drop the note. I will see the student within 3 days, unless it is a crisis situation. If a student appears to be in crisis, call me or the front office if I am not available.

### **Classroom Lessons**

- ***Think of these as RTI Tier I.***
- These lessons are a way to reach all students and hopefully prevent issues before they arise.
- I plan my lessons based on data that I review about each grade level. (i.e. attendance, behavior etc.)
- All guidance lessons are based on national school counseling standards
- This year I'll be working to incorporate your Common Core standards too.
- I plan to be in each classroom, once every three weeks. As we all know, *situations may arise in which I may not be able to make my scheduled lesson times*. Please have a backup lesson prepared for your students in those instances. Also, remember you should remain in the classroom and hopefully participate during these lessons to reinforce the concepts to your students. (see attached Classroom Lesson Q & A in your mailboxes).
- If you are having a particular problem/concern in your classroom and would like me to come in and do a lesson on that topic (i.e. tattling, stealing etc), please do not hesitate to let me know and that can definitely be arranged.
- You are always welcome to borrow the resources in my room!

### **Conferences/PLC + Meetings:**

- I am available for conferences with you (or your team) or with you and a student at any time you need to meet. I will sit in on a meeting with parents as well. Just let me know so I can arrange my schedule.

### **Observations:**

- From time to time I will be coming into your room to observe a student. I will try to let you know before I come in to your room to observe. You may also request that I come in to observe at any time.

### **Small Groups (Note changes to this process)**

- ***Consider this a type of Tier II intervention for students.***
- *Before a student can be placed into a counseling group, we will review data supports this intervention, as well as make contact with the parents.*
- *I will assess the student and their needs, then place them into the appropriate small group. Small groups meet weekly for about 45 minutes.*

