

GUIDANCE PROGRAM PLAN TEMPLATE

SCHOOL/CENTER NAME

2008-2009

I. Provide brief descriptive of the school/ center/ students and staff

II. Descriptive of the School Guidance Program: (*include the following*)

1. Name,/ Credential of Guidance Counselor
2. Overview of responsibility
3. On site schedule descriptive
4. Focus/ goals of Guidance Program
 - General descriptive
 - In class instruction
 - Small group sessions
 - Crisis intervention
5. Collaboration with school administration
6. Collaboration with teachers/ parents
7. Collaboration/ triage with LEA/ outside agencies
8. Involvement/ collaboration/ consultation with resource program / remediation program
9. Other responsibilities
10. Strengths/weaknesses of program

III. Consultation and Coordination (Sample below)

1. Meet with teachers and administration weekly to discuss students.
2. Consult with parents and teachers during parent conferences and Support Team Meetings.
3. Offer referral sources for services offered in the community.
4. Coordinate Safe Environment curriculum for students with Administration.
5. Consult with and support Resource Teacher
6. Coordinate guest speakers to enhance events such as ***Red Ribbon Week*** and Safe and ***Drug Free Schools***.
7. Collaborate with classroom teacher on *Family Life* lessons

IV. Resource Program (if falls under Guidance Program)

1. Primary goals of the resource program include:
2. Secondary goals of the resource program include:

V. Remediation Program (if falls under Guidance Program)

1. Primary goals of the resource program include:
2. Secondary goals of the resource program include:

