

Plainfield Public School District School Counseling Department Standard Operating Procedures

Introduction and Purpose:

The Plainfield Public School District School Counseling Department has the mission to move EVERY Plainfield Public School scholar forward by providing education and advocacy. We believe in the development of the whole child as we understand the importance of supporting the importance of school counseling in supporting students' academic, social, emotional, and personal growth. We want to ensure a safe space for this development for ALL of our students. Through the implementation of a comprehensive school counseling that provides services to support the development of academic growth, goal-setting, decision making and interpersonal skills. Professional School Counselors [PSCs] strive to improve outcomes for all students during and beyond post-secondary education. This will all be done in collaboration with parents, teachers, staff members, administrators, community members and other stakeholders who are in tandem for the best interest of our students.

Roles and Responsibilities:

School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.

PSCs will meet with their students at least once quarterly to discuss academic progress. This frequency will allow necessary interventions to occur to ensure students are on course for graduation, as well as ensure student programming opportunities are being met. The PSCs will follow the district 4 E's program to guide their meeting schedule and objectives.

PSCs should maintain parent contact at least once each quarter.

The PSCs must document all student meetings/parental or guardian contact in Genesis Notes.

Confidentiality and Privacy:

School counselors recognize their primary obligation regarding confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives (ASCA, 2016).

Assessment and Intervention:

Every scholar will develop a Personalized Learning Plan [PLP] with their Professional School Counselor. This PLP will gauge the academic status of each student to determine the best educational strategies and supports. The PLP will allow ongoing monitoring of student academic

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progress. This system will allow students to receive a prescriptive approach to their learning needs, including necessary interventions.

Moreover, it gives students ownership over their learning process, as they are involved in the planning and continued progression of the PLP.

The platform used for the PLP is the program Xello. Xello is an engaging software program that helps students discover relevant college, university, trade, military, and career options based on their personality, skills, and knowledge. This platform is aligned with the district's 4 E's initiative. The 4E's Plan was born out of a desire to provide every student at Plainfield High School, PAAAS, & Pinnacle Academy with a pathway to success that aligned with their individual goals. The four pillars of the plan were *Enlistment*, *Employment*, *Entrepreneurship*, and *Enrollment*. These four "E's" represented not just educational options, but a comprehensive strategy to empower every student to chart their own course towards a brighter future.

PSCs will be able to utilize school Flex Time to have group meetings surrounding student data based on the PLP. These group meetings can vary from the 4E's to intervention to programming.

Parent and Teacher Collaboration:

Professional School Counselors will collaborate with parents, guardians, and teachers to address students' needs and concerns effectively. Moreover, PSCs will serve as a primary advocate for students as it relates to all aspects of academic growth and development.

Professional Development:

The Plainfield Public School District School Counseling Department is aligned with the American School Counselor Association (ASCA). That includes a 2-year district-wide ASCA training program. The Professional School Counselors will be trained to work using S.M.A.R.T. goals and to operate in alignment with Plainfield Public School District Goals. In addition to the ASCA partnership, PSC will receive district sponsored professional development and have access to professional development opportunities outside of the district.

Ethical Guidelines:

As outlined by the American School Counselor Association:

School counselors demonstrate the belief that all students have the ability to learn by advocating for and contributing to an education system that provides optimal learning environments for all students.

The Plainfield Public School District School Counseling Department will adhere to the American School Counselor Association (ASCA) Ethical Standards for School Counselors.

<https://www.schoolcounselor.org/getmedia/44f30280-ffe8-4b41-9ad8-f15909c3d164/EthicalStandards.pdf>

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Procedures for Scholars to meet with Professional School Counselors {PSCs}

1. Requesting Appointments for Academic Concerns/Issues:

- For academic concerns or issues, students, teachers, and/or parents/guardians are encouraged to directly contact the Professional School Counselor (PSC) responsible for the student's case.
- Contact can be made via phone and/or email. In the message, please include the following information:
- Student's Full Name (First and Full Last)
- Student Identification Number (SID#)
- Detailed reason for the appointment request
- Concerns should be emailed to the appropriate PSC, with the student's designated PSC information available in Genesis.
- It is imperative that all notes related to the concern are documented in Genesis Notes for reference.

2. Scheduling Appointments:

- To maintain a structured and organized system, students will not be given passes to come to the School Counseling Office.
- PSCs will issue appointment passes to students either via Genesis or through email, specifying the allocated appointment times.

3. Handling Emergency/Dangerous Concerns:

- In the event of an EMERGENCY, please contact the main office, providing a detailed explanation of the reason for the call.
- If the situation is deemed "DANGEROUS," contact Security and/or Administration immediately.
- When student safety is a concern, an ADULT escort should be provided; students should not escort other students in such cases.

Procedures for Parents/Guardians to Schedule Meetings with Professional School Counselors (PSCs)

1. Requesting Appointments for Academic Concerns/Issues:

- Parents and guardians are encouraged to contact the Professional School Counselor (PSC) responsible for their child's academic case directly.

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- Contact can be made through phone or email. When reaching out, please provide the following information:
- Student's Full Name (First and Full Last)
- Student Identification Number (SID#)
- A detailed reason for the appointment request.
- Concerns and appointment requests should be communicated via email to the designated PSC, with the student's assigned PSC information available in Genesis.

It is essential that all notes related to the concern are accurately documented in Genesis Notes for reference.

Procedures for Teachers/Staff Members to Schedule Meetings with Professional School Counselors (PSCs)

1. Requesting Appointments for Academic Concerns/Issues:

- Teachers and staff members are encouraged to contact the Professional School Counselor (PSC) responsible for a student's academic case directly when academic concerns or issues arise.
- Contact can be made through phone or email. When initiating contact, please provide the following information:
- Student's Full Name (First and Full Last)
- Student Identification Number (SID#)
- A comprehensive reason for the appointment request.
- Concerns and appointment requests should be conveyed via email to the designated PSC, with the student's assigned PSC information available in Genesis.
- It is of utmost importance that all notes related to the concern are meticulously documented in Genesis Notes to ensure confidentiality and maintain a record for reference.

2. Ensuring Confidentiality:

- Teachers and staff members must adhere to strict confidentiality guidelines when discussing student matters with PSCs. Information shared during meetings or in written communication must not be disclosed to unauthorized parties.
- PSCs will uphold the same confidentiality standards and ensure that all discussions and records are handled with discretion and care.

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School Counseling Department Standard Operating Procedures for Academic Year Preparation

1. Planning for the Academic Year:

- Academic year planning will commence in alignment with the district's 4Es Plan, emphasizing excellence, equity, engagement, and empowerment for all students.

2. Summer Work Days for Transcript Review and Scheduling:

- During the designated summer work days, PSCs will prioritize the review of student transcripts to ensure proper alignment with NJ graduation requirements and appropriate state assessments.
- The Xello program will be utilized to facilitate efficient access to student data and relevant resources.

3. Transcript Review and Scheduling Process:

- PSCs will employ the Xello program to review student transcripts, paying attention to course completions, credit accumulation, and NJ graduation requirement compliance.
- Students with additional support needs to meet graduation requirements will have individualized intervention plans developed.

4. Student Course Selection:

- Following the transcript review and counseling sessions, students will begin the course selection process as outlined in the 4Es timeline.
- PSCs will work collaboratively with students to ensure that course selections align with their academic and career objectives.
- Parents and guardians will be engaged to support their children in making informed course selections.

5. Finalizing Course Selections:

- The course selection process will continue through the 4Es timeline, allowing students ample time to finalize their choices.
- PSCs will remain accessible to address any last-minute concerns or changes to the course selections.

6. Documentation and Record-Keeping:

- All interactions, notes, and academic plans will be thoroughly documented within the Xello program to maintain comprehensive and organized records.
- These records will serve as a reference point for tracking student progress throughout the academic year.

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School Counseling Department Standard Operating Procedures for College and Career Fair Preparation

1. Define Objectives:

- The School Counseling Department will clearly define the objectives and goals of the College and Career Fair to align with the needs and interests of the student body.

2. Formation of a Planning Team:

- A planning team will be formed within the School Counseling Department to oversee and manage the event. The team may include school counselors, administrators, teachers, and other relevant staff members.

3. Event Date and Venue Selection:

- Determine the date and venue for the College and Career Fair, taking into account the availability of facilities and students' schedules.

4. Participant Recruitment:

- Identify and invite colleges, universities, trade schools, businesses, and organizations to participate in the fair.
- Create a list of potential exhibitors and send invitations well in advance.

5. Vendor Registration:

- Establish a streamlined registration process for participating colleges, universities, and organizations. This may include online registration forms, payment processing, and confirmation emails.

6. Student and Parent Promotion:

- Develop a comprehensive marketing plan to inform students and parents about the event, including the distribution of promotional materials, announcements, and presentations.

7. Workshop and Seminar Scheduling:

- Plan and schedule workshops, seminars, and presentations by colleges, career professionals, and alumni to provide attendees with valuable insights into college and career opportunities.

8. Logistics and Set-Up:

- Arrange for tables, chairs, signage, and any technical equipment necessary for exhibitors and presenters.
- Create a floor plan for the fair, assigning booth locations to exhibitors and marking seminar venues.

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9. Volunteer Coordination:

- Recruit and train volunteers to assist with fair logistics, registration, and directional guidance for participants. {These volunteers can be students.}

10. Day-Of Operations:

- Ensure smooth operations on the day of the fair, with designated staff members overseeing various aspects such as check-in, traffic flow, workshop coordination, and exhibitor assistance.

11. Data Collection and Feedback:

- Collect feedback from attendees, exhibitors, and volunteers to evaluate the success of the event and identify areas for improvement.

12. Post-Event Follow-Up:

- Send thank-you notes to exhibitors, volunteers, and presenters to express appreciation for their participation.
- Document event data and prepare a report for future planning.

Transcript Evaluation for Newly Enrolled Students

1. Initial Assessment:

- When a student is newly enrolled through the Office of Enrollment and/or the Office of Multilingual Education, the School Counseling Department will initiate the transcript evaluation process.
- If no transcript is provided at the time of enrollment, the student will be scheduled as a 9th-grade student as a default.

2. Transcript/Records Request:

- If the student's records, including transcripts, are not provided during the enrollment process, it is the responsibility of the School Counseling Secretary to request the necessary records.

3. Evaluation of High School Transcript:

- Upon receipt of a high school transcript from the student, the responsibility for evaluation rests with the Professional School Counselor.
- The Professional School Counselor will assess the transcript to determine the appropriate credits and courses for the student.

4. Transcript Input Form:

- Following the evaluation of the high school transcript, the Professional School Counselor will complete a transcript input form, indicating the approved credits.
- The completed form will be submitted to the Transcript Secretary for further processing. Administrator approval/signature is required.

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5. Schedule Adjustment:

- Once the transcript input form is received and processed by the Transcript Secretary, the student's schedule will be adjusted accordingly.
- The student will be placed in the appropriate grade level and enrolled in the required courses based on the evaluated credits.

Transcript Audits

1. Audit Schedule:

- The School Counseling Department will maintain a schedule for regular transcript audits and reviews, in accordance with the timelines established in the district's 4Es Plan.
- The schedule will specify when audits and reviews should be conducted throughout the school year.

2. Responsibilities of PSCs:

- Professional School Counselors (PSCs) will be responsible for conducting ongoing audits and reviews of the transcripts of students within their caseloads.
- The audit and review process should include a thorough examination of course completion, credit accumulation, and compliance with NJ graduation requirements.

4. Documentation and Reporting:

- Results of the audits and reviews will be meticulously documented and reported using a standardized format.
- Any discrepancies or issues identified during the audits will be documented and reported to the relevant school administration for resolution.

5. Corrective Actions:

- If discrepancies or issues are identified during the audit and review process, PSCs will work collaboratively with school administrators, teachers, and parents or guardians to initiate corrective actions.
- The focus is on ensuring that students are promptly placed on track to meet NJ graduation requirements.

Transcript/Education Verification Request

1. Requesting Verification:

- Requests for transcript or education verifications must be made in writing or through the designated online request form.

2. Processing Timeline:

- The Transcript Secretary will process transcript and education verification requests within 5 business days from the date of receipt.

3. Retrieval of Verification:

- Verification retrieval will be conducted by appointment only, unless it can be completed electronically for efficiency.

4. Proper Identification and Signatures:

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- To maintain the integrity of the verification process, proper identification and necessary signatures are required before any verification can be released.

5. Request Submission:

- All verification requests should be submitted to the Transcript Secretary. Requests must include the following information:
 - Full Name of the Student (First and Full Last)
 - Student Identification Number (SID#)
 - Date of Birth
 - Year of Graduation or Last Year of Attendance
 - Specific details of the verification required (e.g., transcript, diploma, enrollment, graduation date, etc.)
 - Contact information for the requesting party

6. Verification Form Completion:

- The Transcript Secretary will complete the verification form with the requested information and any additional data required by the requesting party.

7. Appointment Scheduling:

- Appointments will be scheduled for in-person retrieval of verification documents. The Transcript Secretary will coordinate these appointments with the requesting parties.

8. Electronic Verification:

- Whenever possible, verification will be provided electronically, securely and confidentially, in compliance with data protection regulations.

9. Verification Release:

- Verification documents will be released to the requesting party after confirming their identity and signatures.

10. Document Tracking:

- Maintain a detailed record of all verification requests, including the type of verification requested, the requesting party, and the date of release.

11. Data Security:

- ***All verification-related data must be handled securely and confidentially in accordance with data protection policies and regulations.***

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School Counseling Department Secretary Standard Operating Procedures

1. Reporting Structure:
 - School Counseling Department Secretaries report directly to the Supervisor of School Counseling and work collaboratively with the Professional School Counselors (PSCs).
2. Maintenance of Records:
 - Secretaries are responsible for maintaining accurate records in the Genesis Student Information System (SIS). This includes recording student data, counseling notes, and any relevant documentation.
3. Student Cumulative Folders:
 - Secretaries are responsible for the proper maintenance of student cumulative folders and records. These folders must be kept organized and readily accessible.
4. Registration and Assignment:
 - Collaborate with the Office of Enrollment to check Genesis daily for newly registered students. Assign students to the appropriate PSC in Genesis and promptly alert the assigned PSC via email.
5. Student Withdrawals:
 - Properly process student withdrawals according to guidelines established by the Office of Special Education (OSE). Ensure all required documents are completed accurately and promptly.
6. Language Proficiency Testing:
 - Communicate with the Office of Multilingual Education (OME) if a student arrives at the school site with transcripts that have not been translated or if students have not been scheduled for language proficiency testing.
7. Transcript Input Forms:
 - Input transcript input forms completed by PSCs into the appropriate systems once the secretary obtains the necessary administrator signature(s).
8. Transcript/Education Verification Requests:
 - Process Transcript and Education Verification Requests efficiently and accurately, providing the requested information to authorized individuals or institutions.
9. Reception and Phone Duties:
 - Answer phones and greet visitors in a professional and courteous manner, providing assistance and directing them to the appropriate personnel or resources.
10. Office Organization:
 - Ensure that the School Counseling Department office is clear of students who do not have scheduled appointments with PSCs, creating a conducive and confidential working environment.
11. Assistance with Building Needs:
 - Collaborate with building administrators and the Director of School Counseling and/or Supervisor of School Counseling to address building-specific needs as necessary.
12. Professionalism and Student Confidentiality:
 - Maintain the highest level of professionalism in all interactions and prioritize student confidentiality at all times. Ensure that all sensitive student information is handled with the utmost care and discretion.