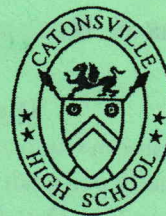


Catonsville High School

CHS School Counseling Department Overview



Mission Statement

Catonsville High School's Counseling Department implements a comprehensive school counseling curriculum to address the academic, college/career readiness, and social-emotional needs of all students within a safe and supportive environment. Through our direct interventions and collaboration with critical stakeholders to coordinate additional supports, school counselors strive to empower each student to overcome any obstacle in their pursuits for personal growth and academic achievement. We work to ensure that every one of our students has access to the resources necessary to excel beyond graduation, and to remain life-long learners who will strive to accomplish their unique post-secondary ambitions, while positively contributing as responsible citizens of the dynamic global economy.

Vision Statement

To ensure that every student has access to the supports, opportunities, and challenges that are necessary for their development as confident and unique individuals, competitive college and career ready graduates, and responsible global citizens.

Department Members

Administration

Mr. Matthew Ames: **Principal**

Mrs. Christy Moore-German: **Assistant Principal**

Ms. Kaye Leonard: **School Counseling Secretary (Student Services Office)**

Ms. Veronica Williams: **Records Secretary**

School Counselors

Mr. Todd Pinson: **A-C**

Mr. Gerard Kowalczyk: **D-I**

Mr. Brian Stewart (Department Chair): **J-Mb**

Mrs. Kim Carrell: **Mc-R**

Mrs. Brittany Watkins: **S-Z**

Ms. Lauren Weston: **College & Career Readiness**

Catonsville High School

Additional Responsibilities

Counselor	Additional Responsibilities
Pinson	<ul style="list-style-type: none"> • SSD Coordinator • Scholarship Committee • CCBC/ECAP Liaison • Mentoring - "Boy's Group"
Kowalczyk	<ul style="list-style-type: none"> • Military Liaison • Scholarship Committee • SAT/PSAT Day (Assistant) • Mentoring - "Boy's Group"
Stewart	<ul style="list-style-type: none"> • Homeless Liaison • DSS/CPS/BCPD Liaison • Scholarship Committee • Naviance & Schoology Maintenance • Maintain & Update CHS Counseling Office Documents • Course Registration & Master Schedule (Co-Coordinator) • Mentoring Committee (Co-Coordinator) • Department Budget
Carrell	<ul style="list-style-type: none"> • PLTW Liaison • Magnet Liaison • Career Day (Coordinator) • Scholarship Committee • SAT/PSAT Day (Assistant)
Watkins	<ul style="list-style-type: none"> • SAT/PSAT Day Coordinator • NCAA Liaison • Scholarship Committee • Mentoring - "Girl's Group"
Weston	<ul style="list-style-type: none"> • College & Vocational Program Rep Visits • Scholarship Committee (Coordinator) • AVID Liaison • Naviance & Schoology Maintenance

Catonsville High School

Counseling Department Annual Calendar

Month	Counseling Tasks/Activities	Counseling Office Events	CHS Events/Activities
Ongoing	<ul style="list-style-type: none"> Individual & Group Counseling 6-Year Plan Conferences Data-Driven Interventions (Monitor, Intervene, & Document) – Academic & Attendance Concerns Enrollment & Intake Support SST/504/IEP College & Scholarship Apps, Letters of Recommendation Monitor & Implement Closing the Gap Action Plan 	<ul style="list-style-type: none"> College Representative Visits & Career Speakers 	
July	<ul style="list-style-type: none"> Credit Checks & Schedule Maintenance Back to School Conferences Department Planning 		<ul style="list-style-type: none"> EYLP
August	<ul style="list-style-type: none"> Credit Checks & Schedule Maintenance (Account for new enrollees and EYLP) Back to School Conferences Update Schoology, Naviance page, & CHS Website 504 Acknowledgements by all teachers 		<ul style="list-style-type: none"> Freshman Focus Day (8/19) Freshmen Early Entry Day (8/30)
September	<ul style="list-style-type: none"> Classroom Lessons <ul style="list-style-type: none"> Senior College Lesson 6YP (12, 9, 11, 10) School Counseling Needs Assessment (Embed within classroom lesson) 	<ul style="list-style-type: none"> World Suicide Prevention Day (9/10) Senior College Info Night (9/19) 	<ul style="list-style-type: none"> Back to School Night & Naviance Parent Presentation (9/5)
October	<ul style="list-style-type: none"> Classroom Lessons – Fall Naviance – Upload Initial Transcripts & School Profile Closing the Gap Action Plan – Due 	<ul style="list-style-type: none"> MCAC Campaign Financial Aid Night (10/3) 	<ul style="list-style-type: none"> PSAT Day (10/16) Early Action College Application Deadline (10/15 & 11/1)
November	<ul style="list-style-type: none"> Quarter Failure Letters & Conferences Course Registration 	<ul style="list-style-type: none"> HBCU College Fair (11/8) CCBC ECAP Info (11/19) ASVAB (11/26) Course Registration Info Night (11/21) 	<ul style="list-style-type: none"> American Education Week (11/11-11/15) Course Registration Course/Elective Fair (TBD)
December	<ul style="list-style-type: none"> Course Registration (8-11) Review 2nd Semester Schedules 		<ul style="list-style-type: none"> Course Registration

Catonsville High School

Actions & Responsibilities

Direct Actions

- Classroom Counseling & Guidance Lessons (2-3x annually per grade-level)
- 6-Year Plan Development (Annually)
- Individual Counseling
 - Academic Support
 - Social-Emotional
 - CCR Planning
- Small Group Counseling & Support
- Peer Mediations
- Emergency Response & Crisis Counseling
- Course Registration & Scheduling
- New Student Enrollment & Transition Support
- Intake Meeting & Support Plan (Alt. Ed & Hospitalized Students)
- CPS Reporting
- Suicidal Risk Evaluations & Threat Assessments
- Student Support Team
- Connect & Refer to Community Agencies & Clinical Service Providers
- College & Career Center (Lunch Periods)
- CCR Support
 - Career Interest Inventories (Annual)
 - College Search & Applications
 - Scholarships & Financial Aid
 - Employment Search & Applications
 - College Rep Visits
 - Trade/Service Academy/Military Reps
 - ASVAB Administration
 - College Fairs & Admission Events
 - Career Fair
- Information Sessions & Workshops
 - College Planning & Applications
 - Financial Aid & Scholarships
 - Back to School Night & Freshman Transition
 - Course Registration & Mapping

Indirect Actions

- Credit Checks, Scheduling, & 6YP Maintenance
- Enrollment & Student Transfer Supports (Course History, Transfer Grades, & Scheduling)
- Course Registration & Scheduling
- SST & 504 Plan Case Management
- Mental Health Referrals & Case Management
- Naviance Activities, Maintenance, & Documents
- Maintaining Schoology page & resources
- Coordinate Ed Options, Credit Recovery, & Dropout Prevention Programs
- Support for College & Scholarship Applications
- Data Maintenance, Review, & Notification
 - "At-Risk" (Interim & Quarter Grades, Attendance, Discipline)
 - Naviance Plan & Task Completion
 - Graduation Status
- School-to-Home Communication
 - Naviance & Schoology Updates
 - Mailings: Back to School, Failure Letters, 6-Year Plan Letters, Senior Warning Letters, EYLP Recommendations, etc.
 - Coordinating & Facilitating Parent, Teacher, Student Conferences
- DSS/CPS Liaison
- Coordinating services for Homeless Students
- PPW Referrals & Intervention Planning
- Coordinating School-Wide Events
 - MCAC Campaign Week
 - Mental Health Awareness (Ongoing)
 - SAT Day/PSAT Day
 - ASVAB Administration
 - Career Fair
 - Senior Signing Day
 - Senior Awards
- Team & Committee Participation
 - SST & IEP Teams
 - Attendance Committee
 - Drop-Out Prevention Committee
 - Graduation Committee
- Scholarship Committee
 - Maintain Scholarship List & Local App.
 - Scholarship Selection Committee
- Quarterly Recognition (HR, Attendance, etc.)

* Aunt Bertha - web site that provides linkage to resources, accessed by inputting zip code

Focused on Quality



Committed to Excellence

- BOE mtg Feb 11

Catonsville High School

BCPS Scope & Sequence

Grade	Activity (Domain)	Domain	Timeframe
9	Freshman Orientation/Study Skills	A	Fall
	6 Year Plan*	A, CCR	Fall
	Needs Assessment	A, SE, CCR	Fall
	My High School Journey	A	Winter
	Digital Citizenship & Effective Communication	SE	Spring
10	6 Year Plan*	A, CCR	Fall
	Needs Assessment	A, SE, CCR	Fall
	Career Interest Profiler*	CCR	Winter
	Shining a Light on Mental Health	SE	Spring
	Healthy Relationships	SE	Spring
11	6 Year Plan*	A, CCR	Fall
	Needs Assessment	A, SE, CCR	Fall
	Personality Assessment & Reflection*	SE, CCR	Winter
	Review & Update Career List	CCR	Winter
	Celebrating Diversity	SE	Spring
	Spring Survey*	CCR	Spring
12	6 Year Plan*	CCR	Fall
	Needs Assessment	A, SE, CCR	Fall
	Digital Identity	SE	Winter
	Spring Survey (12)*	CCR	Spring
	MSDE Senior Graduation Survey*	CCR	Spring

6 Year Plan Timeline

Month	Grade Level (Focus)	Completion % (Goal)	Completion % (Actual)
September	12	10	
October	12	20	
November	12 & 9	30	
December	9	40	
January	9 & 11	50	
February	11	60	
March	11 & 10	70	
April	10	85	
May	10	90	
June	12, 11, 10, 9	100	

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Catonsville High School

January	<ul style="list-style-type: none"> • Quarter Failure Letters & Conferences • BCPS Use of Time Survey - Fall • Closing the Gap Action Plan – Mid-Year Review • School Counseling Needs Assessment – Spring 	<ul style="list-style-type: none"> • CCBC Instant Admission Day (1/17) 	<ul style="list-style-type: none"> • PARCC/HSA Testing
February	<ul style="list-style-type: none"> • Classroom Guidance Lessons – Spring 11 • Review Student Course Requests – Dept. Updates • Naviance – Upload & Send Mid-Year Transcripts 	<ul style="list-style-type: none"> • Junior College Planning Night (2/6) • FAFSA Frenzy (2/13 & 2/14) • CCBC Instant Admissions (2/19) • CCBC ECAP Info (2/19) 	<ul style="list-style-type: none"> • Senior Warning Letters & Waivers (2/14)
March	<ul style="list-style-type: none"> • Classroom Guidance Lessons – 10th (CIP) • Review Student Course Requests – Student Updates 	<ul style="list-style-type: none"> • CCBC Day (3/27) • ASVAB (TBD) • Underclassmen Spring College Info – 3/19 	<ul style="list-style-type: none"> • Send Special Transfer Warning Letters • SAT Day (3/25)
April	<ul style="list-style-type: none"> • Quarter Failure Letters & Conferences • Classroom Guidance Lessons – Spring • EYLP Recommendations 	<ul style="list-style-type: none"> • Career Fair (4/2) • Senior Signing Day – 4/30 	<ul style="list-style-type: none"> • SAT Make-Up Day (4/14) • PARCC/HSA Testing
May	<ul style="list-style-type: none"> • EYLP Registration • Shared Domicile Update (Reminder Letters) • MSDE Spring Survey 	<ul style="list-style-type: none"> • Senior Awards (5/21) 	<ul style="list-style-type: none"> • PARCC/HSA Testing • AP Exams (5/4-5/15) • Senior Final Exams • Senior Week
June	<ul style="list-style-type: none"> • Certify for Graduation • EYLP Enrollment • Naviance – Send Final Transcripts • Middle School Articulation • Closing the Gap Action Plan – Final Review & Evaluation • BCPS Use of Time Survey – Spring 	<ul style="list-style-type: none"> • Summer College Workshop (Tentative – 6/25) 	<ul style="list-style-type: none"> • Graduation (6/6) • Final Exams