



# SCHOOL COUNSELOR LEADERSHIP NETWORK

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*ON-THE-GO WEBINAR SERIES*

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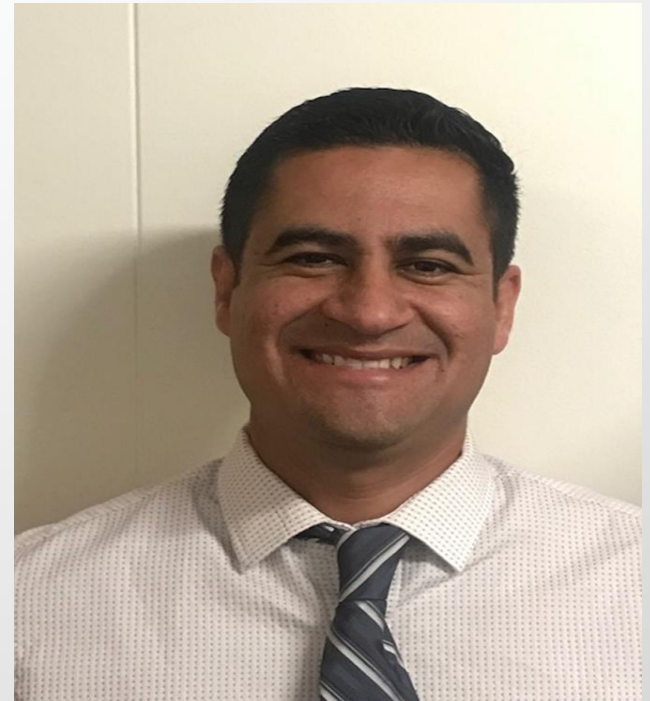
**College and Career Readiness  
Division of Educational Services**



**SCHOOL COUNSELOR  
LEADERSHIP NETWORK**  
RIVERSIDE COUNTY  
ON-THE-GO WEBINAR SERIES



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# Webinar Tips



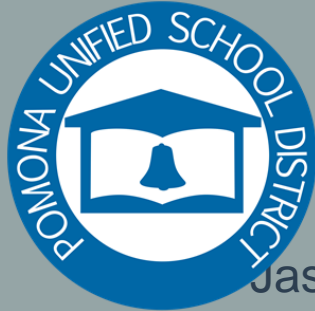
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- Since all participants have been muted, when panelists/facilitators ask you a Y/N question such as can you all hear me, participants should use the “raise your hand” icon
- Participants can submit a question in the Q&A box at the bottom of the screen for the panelists
  - Only panelists and facilitators will be able to respond back to those questions and can do so publicly or privately to the individual
  - Participants can submit comments or questions in the chat box if they would like to engage with each other

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# COVID-19: Developing an Online School Counseling Action Plan



Marshall Middle School  
Pomona Unified School District

Jasmine Arellano-Najera, M.S., S.B.B.C., P.P.S.




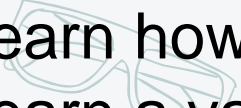

Marlen Purpura, M.A., P.P.S.





# Objectives

Today you will:

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- 
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- 
- 
- Learn about Marshall's Demographics
  - Learn what Ethical Standards drove our Action Plan
  - Understand the role district/site plays in building an Action Plan
  - Learn about the importance of Maslows Hierchy of Needs
  - Learn about our first steps to developing an Action Plan
  - Learn how to put that Action Plan into action
  - Learn a variety of ways to virtually communicate

# Marshall Middle School

- + Middle School - 6th-8th Grade
- + Total enrollment: 520
- + 2 Full-Time Professional School Counselors
- + 1:260 School Counselor to Student Ratio



## California Dashboard Data 2018/19

Enrollment		
School Demographics		
Student Group	Total	Percentage
English Learners	131	25%
Homeless	93	17.7%
Students with Disabilities	82	15.6%
Socioeconomically Disadvantaged	508	96.9%
Foster Youth	10	1.9%

Race/Ethnicity	Total	Percentage
Asian	6	1.1%
Hispanic	486	92.7%
Two or More Races	2	0.4%
White	17	3.2%
African American	11	2.1%
Pacific Islander	1	0.2%
Filipino	1	0.2%

# School Counseling Ethical Standards taken into consideration

## **A.3. Comprehensive Data-Informed Program**

School counselors:

- d. Use data to determine needed interventions, which are then delivered to help close the information, attainment, achievement and opportunity gaps

## **A.14. Technical and Digital Citizenship**

School counselors:

- a. Demonstrate appropriate selection and use of technology and software applications to enhance students' academic, career and social/emotional development. Attention is given to the ethical and legal considerations of technological applications, including confidentiality concerns, security issues, potential limitations and benefits and communication practices in electronic media.
- f. Advocate for equal access to technology for all students.

## **A.15. Virtual/Distance School Counseling**

School counselors:

- a. Adhere to the same ethical guidelines in a virtual/distance setting as school counselors in face-to-face settings.
- b. Recognize and acknowledge the challenges and limitations of virtual/distance school counseling.
- c. Implement procedures for students to follow in both emergency and nonemergency situations when the school counselor is not available.
- d. Recognize and mitigate the limitation of virtual/distance school counseling confidentiality, which may include unintended viewers or recipients.
- e. Inform both the student and parent/guardian of the benefits and limitations of virtual/distance counseling.
- f. Educate students on how to participate in the electronic school counseling relationship to minimize and prevent potential misunderstandings that could occur due to lack of



# District/School Directive

**Things to consider** - Unchartered Territory, District Resources ( i.e., ratio, Counselors Role )

**Implications** -Building an online program may take some time and they all may look a little different based on your school's/student's needs

## Marshall's Story

- First 2 weeks: Filled with uncertainty and stress, as there was minimal district directive
- Week 2: Given different online platform trainings (guided towards teachers)
  - Both of us started to brainstorm potential interventions and school counseling plan
  - First School Counselor grade level meeting (agreed on weekly meetings)
    - Allowed us to provide our SC Director with ideas and ways to advocate for us
      - SC Director asked for platform trainings specifically for School Counselors
    - Continued to work on solidifying our action plan
  - Presented our Action Plan to our Admin at the end of this week (our plan is consistently in the works based on changes happening weekly)
- Week 3 (Spring Break): District Distance Learning Schedules sent out to teachers and School Counselors
  - School Counselor Director let us know we were to identify school counselor office hours and services with our admin based on school needs and resources available
- Week 4: We began implementation/ found out we were not going back for the rest of the school year
  - Now had to plan until the end of the school-year
- Week 5: Now - Implementing and learning what's working/not working



# Maslow before Bloom

## COVID-19 HIERARCHY OF NEEDS FOR SCHOOLS

Based off of Mazlow's Hierarchy of Needs

**SCHOOL IS  
IMPORTANT DURING  
THIS CRISIS**

**BUT....**

**NOT AS IMPORTANT  
AS THE NEEDS OF  
OUR FAMILIES WHO  
ARE EXPERIENCING  
ANXIETY AND FEAR  
AS WE DEVELOP OUR  
NEW NORMAL**



**Our kids and families need us more than ever to model social and emotional learning before content.**

@jaydostal

# Identify New Student Needs

- ✘ Access to technology
  - Laptop
  - Chargers
  - Internet
- ✘ Access to School Counselors
  - How will students contact school counselors
  - How will students know the different ways to contact School Counselor
- ✘ Academic
  - Students failing classes
  - Distance Learning for classes
  - Academic Skills
- ✘ Social-Emotional
  - Coping Skills (Stress, Anxiety, Uncertainty, Connection)
  - Responding to Crisis
- ✘ College/Career
  - Online College/Career Development

We opened up a google doc and simultaneously began typing our new student needs.



## Access to Technology

- ✗ Making sure all students have access to a laptop, charger, and internet.
  - Created an excel sheet with student information by grade level
  - Forwarding information to Admin/Office Manager for delivery of: Chargers, Laptops, and/or Hot Spots
  - Documenting on Student Data System

# Access to School Counselors

Students, parents, staff & community can contact School Counselors by:

## ✗ Google Voice Number

(District approved/Activated through District Emails till end of school year)

- Test
- Voicemail disclaimer

## ✗ Online Google Form (w/Disclaimer and linked responses to our emails)

- Student
- Parent/Guardian
- Teacher/Staff

## ✗ Email (District email)

## ✗ Zoom (District Approved)

- Added features to avoid “Zoom Bombing”
  - Meeting ID unique per Meeting with student
  - Require Password

## Developing Office Hours

- ✗ Based off District Developed Schedule for Teachers (School Counselors were given freedom to decide their Office Hours)
- ✗ We made sure Office Hours do not interrupt Class Time
- ✗ We also Made sure that someone is available Daily for 1-2 hours
  - Arellano-Najera MWF
  - Purpura- TRF



# MARSHALL MIDDLE SCHOOL DISTANCE LEARNING STUDENT SCHEDULE



	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>9:00 AM-11:00 AM</b>	OFFICE HOURS W/ SCHOOL COUNSELOR MRS. ARELLANO	OFFICE HOURS W/ SCHOOL COUNSELOR MS. PURURA	OFFICE HOURS W/ SCHOOL COUNSELOR MRS. ARELLANO	OFFICE HOURS W/ SCHOOL COUNSELOR MS. PURURA	
<b>11:00 AM-12:00PM</b>	<b>PERIOD 1</b>	<b>PERIOD 3</b>	<b>PERIOD 5</b>	<b>SCHOOL COUNSELING LESSON</b>	
<b>12:00PM-12:30PM</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH/ ZOOM HANGOUT WITH THE SCHOOL COUNSELORS</b>	
<b>12:30PM-1:30 PM</b>	<b>PERIOD 2</b>	<b>PERIOD 4</b>	<b>PERIOD 6</b>		
<b>1:30PM-2:30 PM</b>	OFFICE HOURS W/ SCHOOL COUNSELOR MRS. ARELLANO	OFFICE HOURS W/ SCHOOL COUNSELOR MS. PURURA	OFFICE HOURS W/ SCHOOL COUNSELOR MRS. ARELLANO	OFFICE HOURS W/ SCHOOL COUNSELOR MS. PURURA	OFFICE HOURS W/ SCHOOL COUNSELOR MRS. ARELLANO & MS. PURPURA



## MARSHALL U KNOW!!!



# Action Steps to what we could continue doing

With administrative approval, as a counseling team determine what you can finish delivering online

## CTG Lessons & Small Groups

1. Determine Format Delivery - Zoom - District Approved
2. Contact Students
3. Create Schedule - Piktochart, google slides/document
4. Communicate Schedule with students/parents
5. Follow-through
6. Follow-up
7. Track Participation - Create a plan on how you will track participation and follow-up with non-participants

*Tier 2 Social  
Emotional  
Support Action  
Steps*

## School-Wide Lessons/Activities

1. Collaborate & discuss new students needs (i.e., distance learning skills, coping, continued connection)
2. Create and disseminate through all possible communication outlets (i.e., Google Classroom, Social Media)

*Tier 1 Social  
Emotional  
Support  
Action Steps*

## Elementary & High School Transitions

1. Collaborate & discuss needed and/or shared information. - ( i.e., elementary/high school counselors, school info/next year classes )
2. Determine what information can be gathered virtually and create a plan. (i.e, google form for electives, informational video deadline)

# Social-Emotional ONLINE SUPPORT

## Tier 3:

### Crisis Response

- Follow District/ASCA protocol for Crisis/Emergency Situations
- Individual Student Check-ins
- High Risk Students
- Counselor Contact Request Form



### Group Counseling

- Seeing Red Group
- Girls in Real Life Situations
- Building Champions
- Friendships

### Collaboration/Consultation

- with teachers, parents, and other stakeholders to support student social-emotional needs.

## Tier 1:

### Distance Learning Instruction:

- Coping Skills for COVID-19
- Conflict Mediation Skills at Home
- CTG: Skills for Being Around Others
- CTG: Understanding Another's POV
- CTG: Expressing Myself

### School-Wide Pop-Up Mini-Lessons/Activities

- PBIS Behavior Expectations for Distance Learning
- Celebrating Diversity
- Mental Health 101
- Social-Emotional Activities/Challenges

Zoom with the School Counselors



## Tier 2:

# Academic

## ONLINE SUPPORT



### Tier 3:

- Academic Contract Follow-up/ Parent Phone Contact**
- Students with 3 or more Fs



### Academic Student Meetings

- For students who are failing classes with at least 1 F

### Collaboration/Consultation

- with teachers, parents, and other stakeholders to support student academic progress and distance learning attendance and participation



### Tier 2:

### Tier 1:

### Distance Learning Instruction:

- Online Student Success Skills
- Digital Learning
- Preparing for Summer

### School-Wide Pop-Up Mini-Lessons/Activities

- Email Etiquette





# College/Career ONLINE SUPPORT



## Tier 3:

Individual Student Meetings for Questions/Concerns for College/Career



Collaboration/Consultation

- with teachers, parents, and other stakeholders to support student College/Career development.

## Tier 2:

## Tier 1:

Distance Learning Instruction:

- Using CCGI for Virtual College Visits/Tours

School-Wide Pop-Up Mini-Lessons/Activities

- Colleges 101
- Careers 101
- College/Career Activities/Challenges



**Importance of Communication of all things. You can Communicate without motivating, but it's impossible to motivate without communicating. - John Thompson**





# Communicating Action Plan with Admin/Director

## Importance

- ✗ Inform - Communicate, communicate, communicate
- ✗ Feedback - Administrative approval
- ✗ Collaboration - Teamwork - Opportunity to align more with school needs

## How

- ✗ Create an electronic visual of your plan
- ✗ Schedule a Zoom meeting (or preferred form) with your administrator
- ✗ Present plan during the meeting - (Screen share)

# Communicating to Students & Stakeholders

As a team determine best format for communicating with students/stakeholders

## Student Communication

1. Share your new virtual counseling program with your students by:
  - a. Mass Email, Google Classroom, or create a video
2. School-wide Announcements, activities, lessons
  - a. Google Classroom, Email, Remind
3. Tier 2 & 3 Communications - Follow-up, gather information
  - a. Phone calls, emails

## Parent Communication

1. Share your new virtual counseling program
  - a. Mass Email, Remind

Hello Mustangs!  
Join your school counselors and Interns who will be delivering

## ONLINE COUNSELING LESSON

April 16, 2020

Skills for Being  
Around Others and  
Respecting  
Authority

April 23, 2020

Understanding  
Another's Point of  
View

April 30, 2020

Expressing Myself

LESSONS WILL BE ON THURSDAY'S AT 12:00PM

CHECK YOUR EMAIL TO ACCESS ZOOM LINK



Hello Mustangs!

We hope you are all safe and healthy. Your school counselors would like you to know that we are here for you, we miss all of you and we will continue to provide online counseling during this time. Just like you, our year was also cut short, but we will not allow covid-19 to stop us from connecting with you and from one another. With that being said, **it's so important that you begin checking your email, and google classroom** because this is how we will be communicating with you, and I know that you are going to do your best to transition to online learning until we are able to physically come back to school.

# Marshall MS Counselor Corner

School Counselor Newsletter Week 1 April 6-11, 2020

## Current Happenings

Hello Awesome Marshall Mustang Students, Families, and Staff. We will be communicating weekly plans, activities, resources, and other school counseling related topics here on a weekly basis. We want to let you all know that we miss you all and cannot wait to start working together again online.

## Marshall School Counseling Corner - Online Counseling

Class code 5drw2we

Select theme  
Upload photo



# Identifying ways to Collaborate/Communicate with all Staff

Depending on your school site you might communicate with staff in a variety of ways:

- ✗ Weekly staff meeting via zoom - lead by admin - opportunity to share action plan with staff and or provide weekly updates thereafter
- ✗ Emails
- ✗ Google Voice Number - Phone Calls, Text, Voicemail
- ✗ Zoom meetings with specific staff
- ✗ Google Forms - Staff can refer specific students to the counselor on a case by case basis ( i.e., check-in)

# Creating Visuals for Communication- Piktochart, Website, & Newsletter

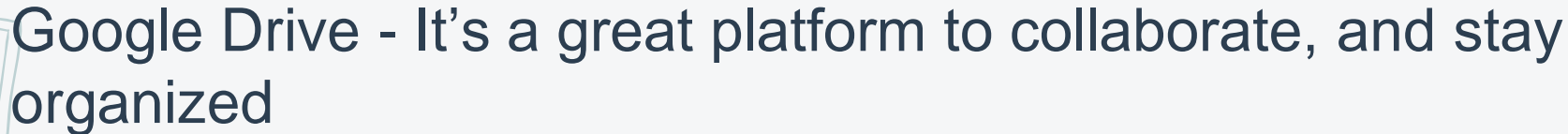


**PIKTOCHART**  
Picture the Difference





# Tips To Get Started



## Google Drive - It's a great platform to collaborate, and stay organized

- We created a “Counseling in a Digital World Folder”
  - With subfolders: Digital Small Groups, In-Class Instruction, Parent/Student Mails, School Counseling Contact Request Forms, Virtual Meeting Notes,
  - Makes everything easy to find and access



## Collaborate with your Co-Counselor (If you have one)

- We worked a whole week for 2 hours at a time on developing the action plan
- Currently we meet every morning for an hour through Zoom to discuss progress, and split duties
- Meet 1 hour twice a week at the end of the day
  - What's working what's not working



## Be a self-starter

- Don't be afraid to take leadership and present a possible Action Plan/Ideas to your



A collection of light blue line-art icons scattered around the page, including a keyboard, a USB drive, a pen, a notepad with a drawing, a smartphone, a coffee cup, a spoon, and a pair of glasses.

# What's Worked? What hasn't?

- ✗ Administrative support
- ✗ SC Contact Request Form
- ✗ Small Group Participation
- ✗ Website
- ✗ Google Classroom (we already had it prior to school closures)
- ✗ All Middle School Teams adapted some form of this Action Plan
- ✗ Student Participation in School-Wide Curriculum/Activities
- ✗ Scheduling Conflict with Teachers
- ✗ Not having direct student numbers and parents being essential workers/no landline
- ✗ Consent for Tier 3 - Short-term Counseling - Still in beginning stages of finding ethical way to retrieve parental consent

# Self-Care

- ✗ This plan was developed through the lens of two counselors who can commit to working from home with minimal distractions.

Self-Care is imperative, especially during these unprecedented times. It's important to assess your current situation and your action plan should reflect your needs.

TAKE CARE



OF YOURSELF

# Contact Information

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# Google Folder with Resources for Action Plan



<https://tinyurl.com/wasn4hc>

## We are here to support you!

Please reach out to College and Career Readiness with any needs at your school site, professional development topics, or general questions at:

Catalina Cifuentes

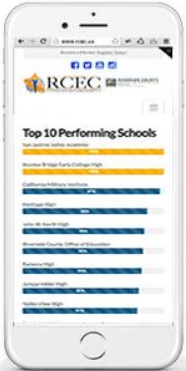
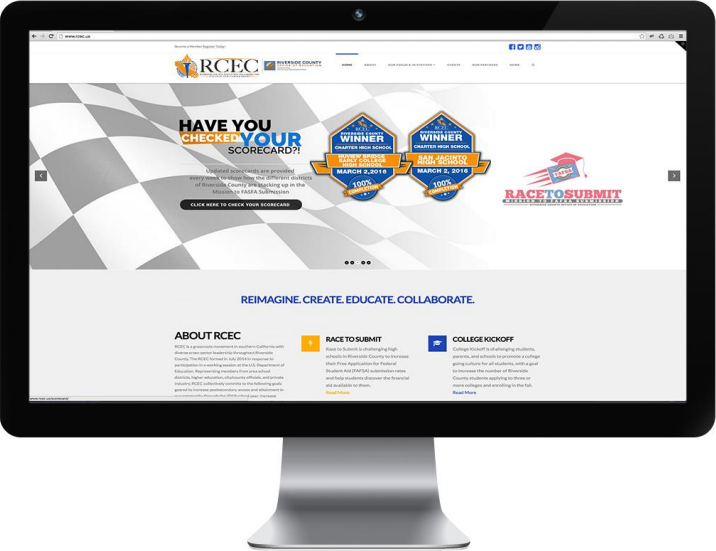
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thank you!