

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

December 12, 2018

MEMORANDUM

To: Members of the Board of Education  
From: Jack R. Smith, Superintendent of Schools  
Subject: Creation of Emergency Pass (10-29-18-02-C)

During Board Comments, Board members requested the following information:

**Question C**

Ms. Dixon suggested the creation of an emergency pass (in a bright color?) so that students can see counselors within 24-hours of coming to their office.

**Response**

The school counseling department at each school has a standard practice of using passes for meeting with students. This year, Montgomery County Public Schools school counselors are implementing a Counselor-on-Duty plan, which assigns a counselor to be available each day who will meet with any student who requests to see a school counselor at the time of the student's entry into the counseling office. With this plan, all students have the opportunity to meet with a school counselor; no student should be turned away. If the counselor-on-duty is not the student's assigned counselor, the counselor-on-duty will notify the student's assigned counselor about the nature of the meeting and if a follow-up meeting is needed.

We are working with schools throughout the year to support implementation of this new process. The counselor-on-duty plan was discussed with resource counselors during the summer leadership meeting on July 11, 2018. We shared this information with principals in the School Counseling Services memorandum dated August 9, 2018 (Attachment). We also reminded school counselors about the process via e-mail on December 4, 2018. At the end of the spring semester, we will discuss and analyze this new process with school counselors for effectiveness and improvements.

If you have any questions, please contact Dr. Jonathan T. Brice, associate superintendent for student and family support and engagement, Office of the Chief Academic Officer, at 240-453-2426.

JRS:MVN:JTB:kc

Attachment

Copy to:  
Executive Staff  
Ms. Webb

This e-mail message has been approved for distribution by Dr. Maria V. Navarro, chief academic officer. No hard copy will be provided.

**ACTION REQUIRED BY: September 28, 2018**

Office of Student and Family Support and Engagement  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

August 9, 2018

MEMORANDUM

To: All Principals

From: Jonathan T. Brice, Associate Superintendent 

Subject: ACTION: School Counseling Services

**Summary**

- The attached Montgomery County Public Schools (MCPS) School Counseling Services unit calendars are intended to provide principals and school counselors with monthly counseling activities based on school counseling standards.
- MCPS elementary school counselors and middle and high school resource counselors collaborated with the School Counseling Services unit to develop the school counseling services and supports calendars for each grade level (Attachment A).
- MCPS school counselors implement a Comprehensive School Counseling Program. The program provides counseling services for all students, identifies and seeks out students who need support, and collaborates with other MCPS offices and community agencies as necessary.
- The program is implemented in accordance with MCPS School Counseling Program standards for each school level that delineates essential program components: Foundation, Delivery, Management, and Accountability as defined in the School Counseling Programs and services, according to MCPS regulation IJA-RA, *School Counseling Programs and Services* that can be found at <http://www.montgomeryschoolsmd.org/departments/policy/pdf/ijara.pdf>
- MCPS school counselors implement the MCPS Comprehensive School Counseling Program and include the following prevention and intervention services:
  - Guidance curriculum
  - Support services
  - Responsive counseling
  - Individual planning
  - Professional Development

- School counselors address how student concerns and needs impact a student's ability to access education and to succeed in the learning environment in five key developmental areas:
  - Academic
  - Personal
  - Interpersonal
  - Career
  - Health
- At the elementary school level, school counselors meet regularly with all students through schoolwide programs and classroom guidance lessons to help students develop knowledge and skills appropriate to their age and grade level.
- At the middle school level, school counselors meet with students in classrooms, small groups, and individually to build key skills and to assist students as they transition from elementary school to middle school and from middle school to high school.
- At the high school level, school counselors manage the process for students reviewing and updating rigorous comprehensive plans and meet with students regularly to guide and support them through postsecondary educational and career goals.

## **School Counseling Services Unit Initiatives**

### ***Elementary School Counselors***

#### Data Collection

- During the 2017–2018 school year, elementary counselors were asked to collect data on the number of students meeting with counselors to discuss Personal/Social, Career and Academic concerns. The elementary leadership team developed the Google form for elementary counselors and presented the form to elementary counselors during the All Elementary Counselors' meeting last fall. The elementary counselors started the data collection in January 2018.
- Throughout the year, elementary counselors provided feedback for revisions on the document and submitted monthly data reports to the School Counseling Services unit.
- The School Counseling Services unit and the Office of the Chief Technology Officer (OCTO) reviewed the feedback and developed a standardized Google form for all elementary counselors to collect student data. The elementary counselors will continue to use the Google form to collect data during the 2018–2019 school year.

#### Career Readiness

- As part of the MCPS Early Edge initiative, the School Counseling Services unit will work with elementary school counselors to develop a career awareness program for elementary schools.
- The career readiness program will include organizing career fairs, classroom guidance lessons, and small group activities.

### ***Secondary School Counselors***

#### Counselor Accessibility (Counselor on duty)

- During the 2017–2018 school year, the School Counseling Services unit and secondary resource counselors discussed and identified ways to ensure that students are given the opportunity to meet with a school counselor at time of entry into the school counseling office.
- During the resource counselor summer leadership meeting, the resource counselors were asked to develop a counselor on duty plan to include the following:
  - Assign one school counselor each day or week as the “Counselor on duty” for all students that are unable to see their counselor due to meetings (Individualized Education Program, Educational Management Team’s), leave, etc. This will assist with all students meeting with a counselor when they enter the office.
  - Utilize the student sign-in Google form for school counselors and College Career Information Coordinator’s (CCICs). Students can sign in on their phones, in the counseling suite and with their counselor. Discuss ways to use this tool to help monitor the students entering the office and when the student has met with a counselor.
- Inform School Counseling secretaries to assist with ensuring that every student that enters the counseling office to see a counselor, receives the opportunity at the time of entry.

#### Data Collection

- During the 2017–2018 school year, secondary resource counselors were asked to collect data on the number of students meeting with counselors to discuss Personal/Social, Career and Academic concerns. The resource counselors developed a Google sign-in form for students to complete when entering the school counseling department. The resource counselors reported aggregate data to the School Counseling Services unit monthly.
- The School Counseling Services unit and OCTO developed a standardized Google form for all secondary counselors to collect student data. The secondary counselors will use the Google form to collect data during the 2018–2019 school year.

#### Naviance

- The Naviance Family Connections name and interface has been changed to Naviance Student. The Naviance Student platform is compatible with all electronic devices, including smart phones. The secondary resource counselors received training on the new interface during the secondary summer leadership meeting.
- The Naviance scope and sequence for the 2018–2019 school year has been revised. The secondary resource counselors reviewed and received training on the scope and sequence for each grade level during the summer leadership training. The scope and sequence is located here <http://www.montgomeryschoolsmd.org/career-readiness/naviance-family-connection.aspx>.
- This year, all students in Grades 8–12 will have a high school graduation, college and career planner. It is suggested that the planner is reviewed and completed during your course registration time period.
- High school and middle school resource counselors have access to the training documents and Naviance resources in the resource counselors and Naviance Google classrooms.
- Attachments B and C are documents provided to assist you with communicating information about Naviance Student, to parents/guardians and students.

Secondary School Counseling Secretaries

- This year, the School Counseling Services unit will meet with the secondary school counseling secretaries to provide professional development, guidance and support with the counseling secretary role in implementing counseling services unit initiatives.

**Action**

The actions below should be discussed and completed by **September 28, 2018**.

- Review and discuss the attached school counseling master calendar for your grade level and make revisions based on student needs. Please consider placing your school counseling calendar on the parent/guardian portal and school counseling website.
- Discuss and review the data collection and submission process for all elementary counselors and secondary resource counselors. Plan to meet with your counselor to discuss using these data to inform the school counseling program at your school.

Secondary Principals

- Develop a counselor on duty plan for your school counseling department.
- Review the Naviance scope and sequence and ensure completion of objectives and lesson for Grades 6–12.
- Provide time for the secondary school counseling office secretary to attend two meetings with the School Counseling Services unit supervisor, one fall and one spring meeting.

**Questions**

- Contact Dr. Karen D. Crews, supervisor, School Counseling Services unit, Office of Student and Family Support and Engagement, at 240-314-4854 or via e-mail.

JTB:kdc

Copy to:

Executive Staff

Ms. Bracalilly Stultz

CCICs

Dr. Conolly

Dr. Crews

Mr. Neff

Ms. Reuben

School Administrative Secretaries

School Counseling Secretaries

School Counselors

School Resource Counselor

Mr. Starnes

Dr. Stanislaus

Mr. Koutsos

Mr. Lloyd

Approved: \_\_\_\_\_



Maria V. Navarro, Chief Academic Officer

MCPS Elementary School Counseling Department Calendar

	Counseling Curriculum	Ongoing Support Services	Responsive Services	Individual Planning	Professional Development
Monthly Ongoing Services	K-5 Counseling Lessons	504 Coordination	Individual Counseling	Counseling Program	Leadership Team
	<b>Academic:</b>	EMT/IEP Team Meetings	Parent Conferences	Planning	PLC Representative
	Goal Setting	Core Team Meetings	New Student Orientation	PBIS Planning and School	Meetings
	Academic Strategies	Leadership Team	Administration/ Staff	Wide Behavior Support	Cluster PLC Meetings
	Test Taking and Study Skills	Advisory	Conferencing	School Wide Assemblies	OSFSE Collaboration
	Transitions	FBA/BIP Support	Collaboration with	Crisis Center/Cps Referrals	Meetings
	Growth Mindsets and Behaviors	Behavior Contract	Community Resources	Newsletter/Website	<b>All Elementary Counselor Meetings</b>
	<b>Career:</b>	Planning/Consultation	Lunch Groups	Staff Pre-Service	<b>All Counselor Conference</b>
	Career Exploration	Classroom	Small Group Counseling	Middle School Magnet	<b>Elementary Counselor Summer Training</b>
	<b>Learning Styles</b>	Observations/Parent	Peer Mediation Program	Articulation & Applications	
	<b>Interpersonal:</b>	Interviews	Support		
	Social Skills	Linkages to Learning	Mentoring Program		
Conflict Resolution	Meetings	Support			
Anti-Bullying	School Improvement Plan				
<b>Personal:</b>	Meetings				
Character Traits	Grade Level Meetings				
<b>Decision making</b>	<b>Data Collection to Provide Counseling Program Services</b>				
<b>Leadership</b>					
<b>Mindfulness</b>					
<b>Social: Friendship</b>					
Lunch Groups					

	Counseling Curriculum	Ongoing Support Services	Responsive Services	Individual Planning	Professional Development
AUGUST & SEPTEMBER	Counselor Introductions (K-5)	Open House Back to School Night Middle School Magnet Consortium Kindergarten Parent Meeting International Parent Meeting Kindergarten Transition Support			
OCT	Personal Body Safety Lessons K-5 (due 12/31/18) Safe and Healthy Choices Red Ribbon Week	Holiday Baskets Middle School Magnet Applications	Whole School Programs Begin (i.e., Peer Mediation, Class Meetings, Mentoring)		All Elementary Counselor Mtg
NOV		Parent Conferences Holiday Baskets			All Counselor Conference
DEC		5 <sup>th</sup> Grade Middle School Visit			
JAN					
FEB	Middle School Articulation	Middle School Counselor Mtg			National School Counselor Week All Elementary Counselor Mtg
MAR				Middle School Registration	
APR	K-5 Career Lesson (due 6/1/19) Career Awareness Events	PARCC Assessments		Kindergarten Orientation	All Elementary Counselor Meeting
MAY	5th Grade Transition Support	Grade Level Articulation PARCC Assessments		Articulation	Counselor of the Year Award Recognitions
JUNE	Articulation	Grade Level Articulation		Articulation	Articulation
JULY		Grade Level Articulation			

# MCPS Middle School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
Monthly Ongoing Services	<p>Personal Body Safety Lessons – Due November 30th</p> <p>Targeted Social Emotional Skills building lessons based on school identified needs</p> <p>Career Planning – 8<sup>th</sup> Grade</p> <p>Behavioral Threat Assessments with School Psychologist</p>	<p>Teaming for Student Success (IEP, 504 plans, grade level meetings, etc.)</p> <p>Academic and Social Emotional Support Programs (tutoring, mentoring, peer counseling, truancy prevention implementation, etc.)</p> <p>Registration and scheduling</p> <p>Academic Course Planning and Scheduling</p> <p>Student Services Team/Advisory Council Meeting, KidTalk, EMT (data review and program planning)</p> <p>Outdoor Education (based on assigned month)</p>	<p>Individual Counseling</p> <p>Small Group Counseling</p> <p>Parent Conferences</p> <p>Crisis Support</p> <p>Risk Assessment</p> <p>CPS Referrals</p> <p>IIS Referrals</p> <p>Alt II Referrals</p> <p>Attendance/Truancy Referrals –working with PPW and Attendance Secretary</p> <p>Homeless Liaison – working with PPW</p> <p>Restorative conferences</p>	<p>Participation in the Development of Academic and Behavior Accommodation Plans (504s, IEPs, EPs FBAs and BIPs)</p>	<p>Department Action Plan – Strategic Development of Goal(s)</p>
August		<p>Parent and Student Orientation</p> <p>Administrator-Counselor School Counseling Program Collaborative Agreement</p> <p>New Student Registration</p>	<p>Parent/Student Meetings</p>	<p>Student Schedules</p> <p>Academic Course Planning</p>	<p>Countywide Professional Development</p> <p>504 Plan Training</p> <p>Suicide Prevention Training for Staff</p> <p>School-Wide Crisis Team Planning (OSET)</p> <p>Department Action Plan – Review SIP and Data</p>
September	<p>Introduction Lessons</p>	<p>Back to School Night</p> <p>School Counseling Program Needs Assessment</p>	<p>Meet the Counselor Breakfast – (suggested as parent outreach activity)</p>	<p>Student Schedule Changes</p>	<p>Resource Counselor/Department Chair Meeting and Professional Development</p>

# MCPS Middle School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
October	<p>SOS – Fall Rollout. Refer to updated memo</p> <p>Red Ribbon Week Activities</p> <p>DCC/NEC Choice Lessons (DCC/NEC only) – moved from September</p> <p>Bullying Prevention Week Activities (Provide resources like Pacer, Mix it Up Day)</p> <p>Naviance Lessons</p> <p>Consortia Choice and Application Program Process</p>		Holiday Giving Referrals (need to confirm application deadlines)	Magnet Applications	<p>Resource Counselor/Department Chair Meeting and Professional Development</p> <p>SCUP Conference</p>
Nov		Parent Conferences for all Students			All Counselors' Meeting
Dec	Naviance Lesson	<p>5<sup>th</sup> Grade Articulation (calendar, recommendations, planning, etc.)</p> <p>Master Schedule Meetings</p>			Resource Counselor/Department Chair Meeting
January	Academic Course Planning	<p>Articulation Parent Night, Open House</p> <p>Master Schedule planning</p>		Academic Course Planning Registration and Articulation – ES Visits and HS Registration	<p>Resource Counselor/Department Chair Meeting</p> <p>Department Action Plan – Strategic Mid-Year Review</p>
February	Red Flags curriculum	Master Schedule planning		<p>Registration – ES Visits and Data Collection</p> <p>Registration – HS Visits and Data Collection</p>	<p>National School Counselor Week</p> <p>Countywide Professional Development</p>
March		<p>School-Wide Parent Conferences for At Risk Students</p> <p>Master Schedule planning</p>			Resource Counselor/Department Chair Meeting

## MCPS Middle School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
April	Naviance Lesson	Retention Candidate Review Master Schedule planning			All Secondary Counselors' Meeting
May	8 <sup>th</sup> Grade – Planning for the Future 5-Year Plans  Children's Mental Health Awareness Week	Master Schedule planning		Summer School Recommendations	Resource Counselor/Department Chair Meeting
June		Master Schedule planning		Summer School Recommendations  Red Flags Preparation SOS training	Countywide Professional Development
July		Master Schedule planning			Resource Counselor/Department Chair Meeting  Department Action Plan – End of the Year Review

# MCPS High School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
Guidance Curriculum	Naviance Quarterly Lessons	Teaming for Student Success (IEP, 504 plans, grade level meetings, etc.) Academic and Behavior Support Programs (tutoring, mentoring, peer counseling, truancy prevention implementation, etc.) Coordinating School Support Programs/Services (registration, scheduling, testing and assessment)	Individual Counseling Crisis Support Small Group Counseling Parent Conferences Crisis Counseling Senior Letters Alternative II Program Applications	Academic Course Planning Participation in the Development of Academic and Behavior Accommodation Plans (504s, IEPs, EPs and BIPs) 12 <sup>th</sup> Grade College Recommendations	Resource Counselor Professional Development CCIC Meeting Resource Counselor Meetings
Support Services	New Student Orientation 9 <sup>th</sup> Grade Orientation New Parent Orientation	Parent and Student Orientation School Counseling Program Needs Assessment Advisory Council Meeting (data review and program planning) Administrator-Counselor School Counseling Program Collaborative Agreement	Parent/Student Meetings New Student Orientation New Student Registration Review Ineligibility	Senior Credit Checks Schedule Modifications Balance Classes Transition Counseling Freshmen Face to Face Transition Meetings Alternative Program Face to Face Transition Meetings	504 Plan Training Compliance Training
Responsive Services	Senior Parent Info Night Freshmen Family Connection Training (Naviance) Senior Class Post High School Planning Personal Body Safety Lesson – 9 <sup>th</sup> Grade Only FAFSA Information Meeting	Back to School Night Naviance Parent Workshop during Back to School Night		Schedule Changes HS Graduation and Intervention Program and Credit Recovery Scheduling New Student Registration 12 <sup>th</sup> Grade College Recommendations	
Individual Planning	Naviance Lesson College Readiness/Application Day PSAT/Mock ACT		Interim Grade Conferences	12 <sup>th</sup> Grade College Recommendations	PSAT Training for Staff Suicide Prevention Training for Staff
Professional Development	Registration – Preparation and Articulation Financial Aid Night Naviance Lesson – remove and put under quarterly tasks SOS – Fall rollout. Refer to memo College Visits Naviance Parent Night or B2SN		Quarter Grade Conferences	12 <sup>th</sup> Grade College Recommendations 2 <sup>nd</sup> Semester Schedule Changes	All Counselors' Meeting

## MCPS High School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
December	FAFSA Workshops for Parents 12 <sup>th</sup> Grade On-The-Spot Admissions Events College Entrance Exam Registration	8 <sup>th</sup> Grade Articulation (calendar, recommendations, planning, etc.)		College Scholarship Application Process	
January	PSAT Score Distribution and Work Session PSAT Results Parent Night Rising 9 <sup>th</sup> Grade Parent Course Selection Orientation MS Course Planning Presentations			Registration – MS visits and Data Collection 9 <sup>th</sup> —12 <sup>th</sup> Grade Registration	
February	HBCU Fair	Face to Face Articulation Meetings(DCC and NEC only)		Registration – MS visits and Data Collection 9 <sup>th</sup> —12 <sup>th</sup> Grade Registration Certified Senior Status Letters for 1 <sup>st</sup> Semester Failing Grades	National School Counselor Week
March	Junior Class Meetings – College Application Process 11 <sup>th</sup> Grade Naviance Lesson Scholarship Data	Parent Conferences for At-Risk Students SAT Day(s)			
April	Naviance Lesson Scholarship Data (CCIC report) SEPA/CREA Referrals Alt. 2 Applications NACAC College Fair			Certified Senior Letters	All Secondary Counselors' Meeting
May	AP Testing Mental Health Awareness Week Scholarship Data CREA Referrals Graduation Final Credit Check(move to May)	Counselor Face to Face Meetings (DCC and NEC only)		Summer School Recommendations Review Next Year Courses Senior Exit Survey	
June				Summer School Registration Letters	Resource Counselor Summer Leadership Professional Development Leadership Team School Counseling Retreat

# MCPS High School Counseling Department Calendar

	Guidance Curriculum	Support Services	Responsive Services	Individual Planning	Professional Development
July	Send Final Transcripts to Colleges Senior Summer Workshops College Readiness Summer Workshops Registration for New Enrollments				Resource Counselor Summer Leadership Professional Development Leadership Team School Counseling Retreat

## SAMPLE LETTER TO PARENT

Dear Parent,

I am pleased to introduce **Naviance Student** – a mobile-friendly, comprehensive website that you and your student can use to make plans about colleges and careers. Naviance Student is linked with Naviance™, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Naviance Student allows your student to:

- **Get involved in the planning and advising process** – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Research careers** – Research hundreds of careers and career clusters, and take career assessments
- **Create future plans** – Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.

Naviance Student also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

To visit our school's Naviance Student site, use an Internet browser to connect to:  
<http://student.naviance.com/schoolname/>

When you visit the site for the first time, enter your personal registration code in the **New User** box and follow the on-screen instructions to create your own account. If you do not know your registration code, contact the counseling office for assistance. Note that you and your student may receive different registration codes, and those code can be used only once. Once you have your own account, you will sign in using the user name and password you chose during the registration process.

We hope that you will find this resource helpful. If you have questions about Naviance Student, please contact us.

[ Counselor Name ]

## SAMPLE LETTER TO STUDENT

Dear [Student Name],

I am pleased to introduce Naviance Student – a mobile-friendly website that you can use to plan for college and a career. Naviance Student is linked with Naviance™, a service that we use in our office to track and analyze data about college and career plans, so it provides up-to-date information that is specific to our school.

Naviance Student allows you to:

- **Get involved in the planning and advising process** – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Research careers** – Research hundreds of careers and career clusters, and take career assessments
- **Create future plans** – Create goals and to-dos, and complete tasks assigned to you by the school to better prepare yourself for your future college and career goals

Naviance Student also lets us share information with you about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information. You can also use the site to stay in communication with the counseling office.

We will provide you with a personal access code and instructions for accessing Naviance Student. You will use that code to create your own Naviance Student account.

We hope that you will find this resource helpful. If you have questions about Naviance Student, please contact us.

[ Counselor Name ]