



**Landing Trail
School
Gibbons,
Alberta**

***Comprehensive
Counselling
Program Plan***



Mrs. K. Trombley, B.Ed

School Counsellor

2013-2016

Program Description

A Comprehensive Counselling and Guidance Program Plan is an attempt to address the whole person needs of students through a school wide approach involving the school counsellor, and other stakeholders: all school staff, students, parents and community agencies. A Comprehensive Counselling and Guidance Program Plan complements and supports the school's mission, goals, and objectives. It is an essential part of any quality education program.

Comprehensive approaches are supported by the fact that the emotional, social and physical problems faced by many children and adolescents have been shown to have an adverse affect on both academic

performance and educational achievement. Schools have a unique opportunity to observe and affect the lives of almost every young person, second only to the family. With this in mind, good habits developed in school tend to persist into adulthood (Collins & Hiebert, 1999).

Program Characteristics

The following are characteristic of a Comprehensive Program:

- Is for all students;
- Focuses on the domains of education, personal/social and career growth and development;
- Provides developmental and preventative activities to students to enable them to more effectively manage crisis situations;
- Responds to crisis situations and provides timely interventions for students with serious problems;
- Is a joint responsibility of the school, involving the entire staff;
- Helps students to function effectively with others in the school, at home, and in the community;
- Is an integral part of the school curriculum and involves developmental guidance instruction, coordination, consultation and counselling;
- Is coordinated by a school counsellor who also provides direct and indirect services to students, staff and parents;
- Is specifically designed to meet student needs that have been identified by members of the school community; and
- Is continuously refined, systematically planned and implemented and assessed on an on going basis.

(From: The Alberta Counsellor, 1998, Millar, Garnett)

Special THANK YOU to Mrs. Roxanne Filipchuk for developing and building this Comprehensive Counselling Program Plan in 2012. We will continue to build and support this plan with the team at Landing Trail School.

Landing Trail School

Landing Trail School is a K-4 school located in the Town of Gibbons serving approximately 430 students. Landing Trail makes a difference in the lives of students and community. Outstanding staff create a caring learning environment through a variety of programs. Headstart is a specialized program for children from 3 - 5 years of age. A Logos Program provides a parental option for a Christian-based education within a public school setting. Our commitment to academic excellence is supported by Reading Support, Guided Reading, Cross-Grade activities and parental involvement. Landing Trail School is the neighborhood school, where kids come first!

Landing Trail School Mission Statement

We at Landing Trail School, being a community of learners, believe....

- ❖ that every student has potential and the ability to learn
- ❖ that all students and staff need to be treated with dignity and respect
- ❖ that it is our responsibility to enable all of our students to experience success
- ❖ that every student has their own unique strengths and talents
- ❖ that it is our responsibility to assist children in developing skills for lifelong learning.

Vision

Landing Trail School is a supportive school community made up of teachers, support staff, parents and agencies who work together to provide opportunities for personal success for children. Our students will experience high levels of success in academic, social and emotional growth, developing a positive attitude towards physical activity and the Fine Arts. Our students feel that they are respected and supported in a safe environment. Our students will have an opportunity to access a variety of learning supports, leadership and citizenship opportunities in an environment that encourages and fosters risk taking and respect.

Values

The 9B's! Be Safe. Be Thankful. Be Compassionate. Be a Problem Solver. Be Kind. Be Responsible. Be Respectful. Be Humble. Be Patient.

These values are reinforced by all staff at all times. These values permeate across all school activities both in and out of the classroom and serve as a guideline for handling school wide student behavioural expectations.

The Comprehensive School Counselling Program at Landing Trail School believes a comprehensive approach is essential to meet the needs of each student within our school community. Landing Trail School is concerned with the personal/social, education and career development of students in order to encourage strong citizens for our community. This task is accomplished by a team approach of the school staff, parents, students and community agencies.

Guidance and Counselling is an integral program within the school curriculum involving coordination, consultation, counselling and instruction, which involves all staff members. This program complements and supports our mission, goals and objectives. As a result, a collaborative relationship within the school as well as home, school and community is established.

GUIDING PRINCIPLES

Guiding Principles for Landing Trail School's Guidance and Counselling Program

Landing Trail School's Comprehensive Guidance and Counselling Program is dedicated to make learning a positive experience for all stakeholders. The counsellor and staff will:

- promote communication between the school, home and outside agencies
- support development of students' social effectiveness and ability to cope
- promote acceptance and tolerance within the school community
- inform the school community about available services and programs
- monitor and evaluate the effectiveness of the programs and their relationship to the values stated in the Mission statement
- assist students to assume responsibility and ownership for their actions and their learning
- provide support and guidance to assist in the teaching/learning process
- facilitate positive behavioural choices

Comprehensive Counselling and Guidance Program Plan Committee

The Comprehensive Counselling Program (CCP) is a blueprint for how guidance and counselling programs and services are delivered in Landing Trail School. In order to ensure representation from the invested stakeholders in the school community, an advisory committee has been formed to provide input for planning, implementation and evaluation of the CCP.

<u>NAME</u>	<u>TITLE</u>	<u>POSITION</u>
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Darryl Propp	Principal	
Kerri Trombley	Vice Principal / Counsellor	Chairperson
Jenaia Gingras	Grade 1 Teacher	Division 1 Rep
Randy Downing	Grade 4 Teacher	Division 2 Rep
Sheila Brezinski	Admin Assistant	Support Staff Rep
Kelly Taylor	Community Services Director	Town of Gibbons
Patti Ganter	Parent /EA	

The Guidance and Counselling program at Landing Trail School is concerned with three elements; educational, career, personal and social development and four components; developmental guidance instruction, individual planning, responsive services and school community support. The elements focus on the content of the program (student competencies), the organizational framework and resources. The four components are the part of the organizational framework.

Landing Trail meets student needs that have been identified by members of the school community through developmental and preventative strategies listed as follows:

ELEMENTS

EDUCATIONAL SERVICES

1. Facilitation of transitions from one school or grade to another
2. Assessment of educational progress and academic ability

CAREER DEVELOPMENT SERVICES

1. Development of career awareness and self-knowledge
2. Providing information about the world of work
3. Assistance in relating career plans to interests, abilities, achievements, values, goals

PERSONAL/SOCIAL SERVICES

1. Helping to provide a positive self-concept
2. Development of skills in personal relationships
3. Assistance in developing appropriate behaviours for successful school progress
4. Assistance in developing desirable personal characteristics
5. Providing guidance related information to students as well as teachers
6. Utilizing community agencies or professionals

COMPONENTS

DEVELOPMENTAL GUIDANCE INSTRUCTION:

At Landing Trail School developmental guidance instruction is delivered to all students in the school. Age appropriate concepts are taught to promote optimal development of all students in the educational, personal/social and career elements. Developmental guidance instruction is delivered through planned activities such as assemblies and whole class lessons.

INDIVIDUAL PLANNING:

At Landing Trail School individual planning provides students the support, skills, and knowledge they need to set goals for themselves and to systematically monitor their progress toward those goals. Collaborative Problem Solving may be used in conjunction with individual behaviour goals and needs. These activities are designed to be proactive and preventative.

RESPONSIVE SERVICES

At Landing Trail School the counselling program provides responsive services to prevent the escalation of problem areas and intervene to alleviate some of the immediate concerns of students. These needs may include crisis counselling, individual and small-group counselling, diagnostic and remediation activities, and consultation and referral.

Interventions are implemented that will help students resolve the dilemmas resulting from the crises so that students may take full advantage of their educational opportunities.

SCHOOL COMMUNITY SUPPORT

At Landing Trail School the counselling program works with community resources and programs to expand and/or maintain programming that benefits the community and the school.

Programs and Services

Development Guidance Instruction	<ul style="list-style-type: none"> - Classroom lessons on Values and Character Traits delivered by Counsellor - 9 B's: School-Wide Expectations (Be Safe, Thankful, Compassionate, Be a Problem Solver, Be Kind, Responsible, Respectful, Humble and Patient) - Health Curriculum (classroom teachers) - Cross Grade Groupings (all staff) - Cross Grade Reading Buddies - Guest Presentations - School Wide Monthly Assemblies - Career Month
Individual Planning	<ul style="list-style-type: none"> - Orientation for new students - Grade 4 Leadership Club -Enrichment Club
Responsive Services	<ul style="list-style-type: none"> - Educational Assessments - Individual Counselling - Consultation; parents, staff, students - Crisis counselling - Crisis Response Team (Loss)

	- Girls Group
School Community Support	District School Psychologist, District Behavioural Consultant, School based mental health therapist, R.C.M.P. School Liaison, Saffron, Town of Gibbons, Health Unit Nurse, Speech Language Therapist, Occupational Therapy, Mental Health Workers, Family and Child Services Workers, FNMI Liaison Worker, Family/School Liaison Workers, Outside consultants (ERECS, Learning Development Clinic and Glenrose),

Resources

Human Resources

Agency	Telephone #	Contact Person	Email
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Child and Family Services Fort. Sask.	(780) 992-6700	Marianne Jocelyn Schlesinger	
Mental Health Clinic Morinville	(780)342-2620 884-9600	Warren Krywko Dana Zook Carina Chenoweth	Warren.Krywko@albertahealthservices.ca Carina.Chenoweth@albertahealthservices.ca
Family Community Support Services Sturgeon County Gibbons	939-8333 923- 3331	Marg Clark Kelly Taylor	mclark@sturgeoncounty.ab.ca fcss@gibbons.ca
R.C.M.P. School Liaison (Morinville)	(780)939-4550	Cst. Leslie Rice	(780) 939-4550 Fax (780) 939-3774
School Nurse Gibbons Health Unit	(780) 342-2661	Rebecca McBain	r.mcbain@capitalhealth.ca
Family School Liaison Workers Sturgeon County	(780)939-8331 (780)939-8332	Lisa Trembath Kathy Rudyk	ltrembath@sturgeoncounty.ab.ca krudyk@sturgeoncounty.ab.ca
Families First	(780) 998-5595	Heather Boonstra	www.familiesfirstsociety.ca
Speech and Language Services	(780)939-3319 ext. 256 Fax: 939-7126	Janet Beaupre	jbeupre@sturgeon.ab.ca
Military Family Resource Centre	(780) 973-4011 ext. 6330	Bob Mann	www.familyforce.ca
Occupational Therapy	(780)939-0121	Dilshana Disilva	Dilshana.Disilva@sturgeon.ab.ca
Sunflower Community Resource Centre	(780)923-2374	Bonnie Provost	bprovost@sunflowerinfoline.ab.ca
Town of Gibbons	(780)923-3331	Kelly Taylor	ktaylor@Gibbons.ca

SHIP – Family School Support Worker			
Community Resources Coordinator	(780)939-4341	Rebecca Balanko	Rebecca.balanko@sturgeon.ab.ca

COUNSELLING TIME

LANDING TRAIL SCHOOL

Landing Trail School has allocated 0.4 of Full Time Employment to the counsellor in 2012-2013 to deliver the Comprehensive Counselling Program Plan. The time utilization of the counsellor’s time for an elementary school for the four components is as follows:

- Developmental Guidance Instruction – 35%
- Responsive Services – 40%
- School Community Support –20%
- Individual Student Planning – 5%

(From Alberta Learning)

MONTH	ACTIVITY	PERSONNEL	DOMAIN
SEPTEMBER	Welcome Back Assembly: School Wide expectations: Be Safe, Be Kind, Be Respectful, Be Responsible	Administration, Counsellor, Teaching and Support Staff	Personal/ Social Educational
	Introduction of Counselling Program to Students Gr. K - 4	Counsellor	Educational
	New student follow up (social, academic, personal)	Counsellor, Homeroom Teachers, Parents. Admin	Educational
	Daily announcements – pedestrian and bus safety	Admin, Grade 4 Leadership students, Counsellor	Educational
	Parent Newsletter: Who is the school counsellor and what is their job description.	Counsellor	Personal, Social Educational
	Counselling Survey to be completed electronically by staff, parent and students.	Counsellor	All Domains
	Meet the Staff Night	All Staff	All Domains
	Talk to grade 4 students about Grade 4 Leadership Club and select first round of students	Grade 4 Leadership Team	Personal/Social
<u>MONTH</u>	ACTIVITY	PERSONNEL	DOMAIN
OCTOBER	Class lessons on Be Safe	Counsellor	Personal/ Social Educational Career

	Parent Newsletter items: Fire Prevention/Safety	Counsellor	Educational
	Assembly - Fire Prevention Week	Admin, Counsellor, Fire Department	Educational
	Daily announcements – Fire Safety and Halloween Safety	Admin, Counsellor, grade 4 leadership students	Educational
	Complete educational assessments as required	Counsellor	Educational
November	Monitoring student marks – first term	Teaching Staff Counsellor Administration	Educational
	Parent Teacher Interviews	All Staff, Administration	Educational Personal/ Social
	Counselling Newsletter Article: What to ask at Parent Teacher Interviews Classroom Guidance Lessons on Positive Self Talk	Counsellor	Educational Personal/Social
	Attend Parent Council Meeting to Share Comprehensive Counselling Program Plan	Admin, Counsellor	Educational
	Parent Teacher Interviews: Home Reading Session	Counsellor	Educational

<u>MONTH</u>	ACTIVITY	PERSONNEL	DOMAIN
December	Classroom lessons on Love and Appreciation	Counsellor	Personal/ Social, Educational
	Educational Assessments as required	Counsellor	Educational
	Parent Newsletter Article: What can children of different ages be responsible for at home?	Counsellor	Educational/ Personal/Social
	Daily Announcements:	Admin, Counsellor, grade 4 leadership students	Educational/ Personal/Social
JANUARY	Classroom lessons on Being Respectful	Counsellor	Personal/ Social
	Individual and small counselling groups as needed	Counsellor	Personal/Social
	Educational Assessments as required	Counsellor	Educational
	Parent Newsletter Article:	Counsellor	Educational Personal/Social
	Assembly	Admin, Counsellor	Educational Personal/Social
	Select new students for Grade 4 Leadership Club	Grade 4 Leadership Team	Personal/Social

<u>MONTH</u>	ACTIVITY	PERSONNEL	DOMAIN
FEBRUARY	Classroom lessons on Being Kind (friendship)	Counsellor	Personal/ Social
	Individual counselling as needed	Counsellor	Personal/ Social
	Educational assessments as required	Counsellor	Educational
	Parent Newsletter Article:	Counsellor	Educational Personal/ Social
	Assembly	Admin, Committee, Counsellor, Grade 4 Leadership Team	Personal/Social
	Start group for Children of Divorce (?)	Counsellor	Personal/Social
	Daily Announcements on friendship and kindness	Admin, Counsellor, Grade 4 students	
MARCH	Classroom lessons on Conflict Resolution	Counsellor	Educational
	Individual counselling and small social skills groups as needed	Counsellor	Personal/ Social
	Parent-Teacher Interviews Display to promote the Guidance and Counselling Program Offer Parent Workshop on Anti-Bullying	All teaching staff Counsellor	Educational Personal/ Social
	Parent Newsletter: Homework and study skills.	Counsellor	Career/ Educational
	Assembly	Admin, Grade 4 Leadership Team, Music Teacher	Personal/Social
	Daily Announcements	Admin, Counsellor, grade 4 Leadership students	Personal/Social. educational

<u>MONTH</u>	ACTIVITY	PERSONNEL	DOMAIN
APRIL	Classroom lessons on Career Awareness	Counsellor	Educational
	Individual counselling and small social skills groups as needed	Counsellor	Personal/Social
	Parent Newsletter:	Counsellor	Educational Personal/Social
	Select new students for Grade 4 Leadership Club	Grade 4 Leadership Team and Grade 4 Teachers	Personal/Social
	Assembly	Admin, Committee, Counsellor, Music Teacher, Grade 4 Leadership Team	Personal Social
MAY	Classroom lessons on Being Responsible	Counsellor	Career Development
	Individual counselling and small social groups as needed	Counsellor	Educational Personal/ Social
	Orientation for ECS to Grade 1	Counsellor, Admin, ECS Teacher and Gr. 1 Teachers	Educational Personal/ Social
	Parent Newsletter: Internet Safety	Counsellor	
	Career Month Activities Guest Speakers	Parents, community members CCPP Team.	Career Development
	Assembly	Admin, Counsellor, Grade 4 Leadership Team	Personal Social
	Daily Announcements; Bicycle Safety	Admin, Counsellor, Grade 4 Leadership Students Bike Rodeo	Personal /Social

	Career Week	Committees	Career Development
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<u>MONTH</u>	ACTIVITY	PERSONNEL	DOMAIN
<i>JUNE</i>	Summarize all counselling files	Counsellor	Evaluation
	Complete Counselling Program Plan Audit	CCP team members	Evaluation

Communication Plan

The Counselling Program Plan Committee will communicate the importance and relevance of the Counselling Program Plan to the stakeholders in the following manner;

- The CCP will be presented to staff
- Parent Council Meeting presentations
- In September the school counsellor will visit each individual classroom and explain the role of the counsellor and how the program supports students
- The CCP will be available for viewing on Landing Trail School's website
- Displays at Parent Teacher Interviews
- Counsellor's Corner in parent newsletter each month
- The CCP will be reviewed/discussed at monthly staff meetings
- Formal meetings of the CCP Committee approx. 3 times per year

Expected Outcomes of the Counselling Program Plan

GOAL: IMPROVE SOCIAL SKILLS

Domain: Personal/Social Development

Student Competencies:

1. Learn and implement friendship making skills including others and being accepted in a group.
 - Monthly themed whole-class lessons (Counsellor)
 - Whole class lessons on friendships (Teachers)
 - Novel study with Friendship theme (LA Teachers)
 - Individual Counseling (Counsellor)
 -
2. Students will develop an awareness of positive social relationships
 - Explicit teaching of Social Skills
 - Games Days
 - Daily Announcements (Whole school)
 - Pink Shirt day in February (Whole school)
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3. Students will develop awareness and skills in the 4 Be's: Be safe, responsible, kind and respectful.
 - Daily announcements
 - Posters will be displayed throughout the school
 - Bulletin Board Display
 - Monthly Assembly Video (Be Responsible, Be Safe)
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GOAL: IMPROVE ORGANIZATION, ACADEMIC AND STUDY SKILLS

Domain: Educational Development

Student Competencies:

1. Develop an understanding of the benefits of organization and gain the skills to keep a clean desk.
 - Teachers
2. Develop an understanding of the importance of keeping a student agenda.
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3. For students and parents to develop an understanding of the importance of homework and the connection between that and grades.
 - Counsellor's corner in monthly newsletter
 - Building Readers on website
 - Literacy Facebook Page

GOAL: IMPROVE STUDENTS UNDERSTANDING OF THE WORLD OF WORK AND HOW IT RELATES TO ONES INTERESTS

Domain: Career Development

Student Competencies:

1. To increase students' awareness that they are professional students, and that their current job is school.
 - Monthly assemblies and awards
 - Awards for attendance
2. To develop an understanding of the many careers available regardless of gender and to have exposure to information on various careers.
 - Have a Career Week
 - Hold a Career Fair
 - Health Curriculum
3. To develop an understanding of their own interests and strengths and the relation to a career.

