

Overview of the Book

Blueprints for School Guidance and Counseling is a three part series designed to assist the school counselor with user friendly and reproducible forms and letters for effective program management. Although each part can be used separately, it is suggested that all components be incorporated into a comprehensive developmental guidance and counseling program in order to assure greater success. An overview of each of the three parts follows.

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- Outreach
- Data Collection and Accountability

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PART ONE: BUILDING A SOLID FOUNDATION

Overview

An effective school guidance and counseling program is based on a solid foundation that includes developmental and proactive strategies that address the individual and group needs of students, parents and guardians, educational colleagues, and the community as a whole. Part One will assist the school counselor with resources and techniques that will create this foundation. It is divided into four sections. They are as follows.

- Needs Assessments
- Program Planning
- Outreach
- Data Collection and Accountability

Once a solid foundation is developed, the school counselor will become better equipped to communicate information in regards to guidance and counseling initiatives, activities, events, and program outcomes. This, in turn, will enhance positive public relations as well as school and community support.

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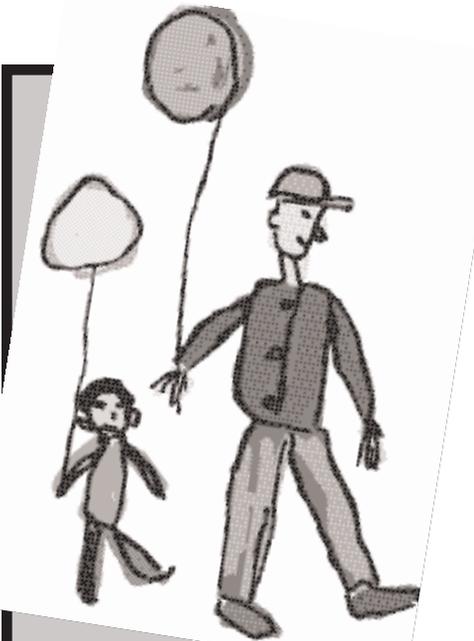
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STUDENT NEEDS ASSESSMENT GRADES K-2
CLASSROOM GUIDANCE



Name _____

Teacher _____

Please place an "X" beside the things you would like to learn more about this school year.

- Making and Keeping Friends
- Doing My Best at School
- Getting Along With My Brother or Sister
- Being Safe
- Feeling Good About Myself
- Work, Jobs, and Careers
- Things to Do When I Am Bored
- Ways to Help My School and Community
- Being Helpful at Home
- Dealing With Bullies
- Moving - Getting to Know a New School and Neighborhood
- What to Do When Someone or Something Dies
- How to Handle My Feelings
- Being Healthy
- Other People and Countries
- Community Helpers

What are some other things that you would like to learn more about?

EVALUATION: PROGRAM (CONTINUED)

B. Program Initiatives

1. Does the program provide the following initiatives?
Please rate them using the following scale.

0 = Is Not Provided	1 = Not Aware of This Initiative	2 = Needs Improvement
3 = Satisfactory	4 = Outstanding	

- _____ a. Individual Student Counseling
- _____ b. Individual and Group Student Planning
- _____ c. Small Group Guidance and Counseling
- _____ d. Classroom Guidance Sessions
- _____ e. Parent and Guardian Consultation
- _____ f. Teacher and Staff Member Consultation
- _____ g. Parent/Guardian and Teacher Workshops
- _____ h. Referral Services
- _____ i. Guidance Related Materials and Resources
- _____ j. Special Programs and Events
- _____ k. Peer Helpers
- _____ l. Mentors

Comments _____

**EVALUATION:
PROGRAM (CONTINUED)**

2. Are there other program initiatives? If so, what are they? Please provide a rating for these as well.

3. Are there program initiatives that you would like to see included? If so, what are they?

4. What are the strengths of the school's Guidance and Counseling Program?

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5. What suggestions do you have for improvement for our school's Guidance and Counseling Program?

6. What questions do you have regarding our school's Guidance and Counseling Program?

7. Do you have any other comments regarding our school's Guidance and Counseling Program?

COLLEAGUE REQUEST FOR CONSULTATION



Date _____

I would like to request the following guidance consultation services.

- Assistance with a Parent Conference
- Information about Referral Services for Students and Families
- Assistance with a Classroom Issue
- Planning (Type _____)
- Assistance With A Student Situation
- Location of Support Resources or Materials (Type _____)
- Others (please list) _____

The request is based on the following needs.

A convenient date and time for me to meet is _____.