Counselor Connect:
Communication & Shared Wisdom

May 7, 2020

Link to Video Recording of Presentation
Welcome

Dr. Andrew Melin
CIESC Executive Director
Zoom Norms

Please do the following:

1. Rename your Zoom tile with your Level, District, First and Last Name
   a. Click on the 3 dots next to your picture in the upper right hand corner
   b. Level - EL, MS, HS (HS CIESC Andy Melin)
   c. If district-level, pick one!
2. Turn on camera
3. Mute your microphone
# Introductions

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Agenda

Communication Strategies
Amanda Culhan

District Showcases
Ericka Gayle, MSD of Decatur Township
Lizette Baumann, Noblesville Schools

Resources
Danielle Duarte

Sharing Wisdom
Amanda Culhan
Communication Strategies

Amanda Culhan
School Counseling Consultant
Communication

Highest Priority:
- Reaching and engaging students and families
- K-12 continuity and consistent messaging to students/families
- Counselor communication strategies
- Communication with school personnel

Other themes, included:
- Delivering SEL Virtually
- Resources that are working for counselors
- Reentry in the fall
Communication Strategies:
Owning Your Time During E-Learning

Ericka Gayle
MSD of Decatur Township
egayle@decaturproud.org
Communication Strategies

Calendly - https://calendly.com/

- Subscription service that allows you to link an appointment “sign up” calendar and your personal calendar to manage your time.
- Helps to create normalcy with older students in how they are used to meeting with their counselor

Two Versions:
- Basic - Free
- Pro - Free Trial
  - Adds ability to have text reminders sent to students
  - Proven to be the BEST feature and worth it if district/school will fund it
Benefits

● Allows User to set the “sign up” times of choice
   ○ Schedule times around professional development zooms, personal time needs, planning times, etc.
● Link to Zoom for one click ease for students to get to meeting (included in the meeting confirmation email)
● User’s Calendly “sign up” can be sent out as a direct link to students & families
   ○ Canvas - we have a Class of 20XX course set up for each cohort that counselors manage and post announcements
   ○ Social Media Blasts
   ○ Teachers post on their CCR pages for Counselors in Canvas
   ○ Posted on the School Counseling page
      ■ Google Voice contacts also included
When can people book this event?
15 min, Apr 1 - May 1, 2020

Event Duration
- 15 min
- 30 min
- 45 min
- 60 min
- Custom

Date Range
Events can be scheduled from Apr 1 to May 13, 2020.

Event Time Zone
This event type’s time zone is locked to Eastern Time - US & Canada. Invites will see your availability in this time zone.

Availability
Set your available hours when people can schedule meetings with you.

May 10 - May 23, 2020

Select a Date & Time

E-Learning Virtual Counseling

15 min

Please sign up for a time when you would like to have a "Zoom Meeting" with your school counselor. When signing up, please use an email that you have access to. If you plan to use a phone/tablet, you will need to download "Zoom Cloud Meetings" from your app store. If you are using your school issued iPad, it is already loaded on your device.

App:

If you need assistance, please contact your school counselor.

Event name: E-Learning Virtual Counseling

Location: Zoom

Event link:
- School's website
- Event page
- Custom

Event ID:
- Custom
Communication Strategies

What We’ve Learned

- We are struggling getting students to sign up who have a lot of need
  - Many students are outside their comfort zone with digital meetings, so when they email us we encourage them to use our link to sign up for a personal meeting. This can be copied easily from Calendly and sent in an email, which has allowed us to reconnect with some disengaged students

- Etiquette for virtual meetings
  - Students have not been taught this in any class, so after a week we updated our email confirmation message to include Zoom Meeting Tips
    - Find a quiet location where you won’t be disrupted by others in your house
    - Find a space with good light so you can be seen, we miss your faces!
    - If possible, use earphones, especially if you are in a noisy location
    - Place your device on a stable surface so you remain in the view at all times
Communication Strategies

Other Uses

This has been used by our 9-12 team for 2 years so far to complete:

● Individual scheduling meetings during scheduling season
  ○ Create a QR code to post in classrooms to make signing up quick
  ○ The text reminder acts as the “pass” for students to leave class, no pass runners needed!!

● Parent meeting sign ups
  ○ Include the link in you promo info, flyers, Skylert messages, etc.
Communication Strategies:

Lizette Baumann
Noblesville Schools
lizettebaumann@gmail.com
Communication Strategies

Temperature Read on Students/Staff

❖ Google Form Student or Staff Check-Ins
  ➢ Makes a spreadsheet with all answers (easy to sort!)
  ➢ Can make the questions different to add in some fun!

❖ Counselors or teachers can send google forms

❖ Creates a shareable link
Counselors Engaging Families

Create Information Sheet to Distribute
(Food pick-ups, packet distribution, via email)

- Google Voice Phone Number
- Email Address
- Technology Office Phone Number
- Key Websites
- Food Pantry Numbers
Tracking Communication with Families

Create Google Sheet Tracking Form
- Have teachers add names of students that haven’t engaged in eLearning
- Create plan of communication and track on spreadsheet
- Include Administrator contacts
- Check how often student is logging into LMS (Canvas, google classroom, etc.)

Work to Identify Barrier(s) to Engagement
- Child Supervision?
- Technology Needs?
- Academic Support?
Utilizing Canvas to Connect

**Move Grade-Level Transition Activities Online**

- Create a single space with all key info for next year
- Include videos from students & staff
- Ask previous school if you can join in any zoom meetings with students
- Create Google form for parents/students to submit questions
Utilizing Canvas to Connect

Daily Schedule and Classes

Welcome to all resources related to what a typical day looks like, what electives are available and how teaming works. We are so excited for you to join us in August! If you have any additional questions, please submit those on the question Google Form! We can't wait to meet you!

Welcome Class of 2027!

Noblesville East Middle School

What is a Typical Day Like?

All 6th grade students start each day in either Advisory or in East Time. After this morning time, students attend their core Academic classes (Language Arts, Science, Social Studies and Math). Lunch and end the day in elective classes. On Wednesdays, class times are slightly altered to accommodate for early dismissal at 3:10pm.

Advisory: Students are placed into a group of fellow 6th grade students and various activities together that focus on character development, educational neuroscience, academic goal setting, self-empowerment, and team building. Advisory occurs on Mondays and Wednesdays mornings.

East Time: In East Time, students have time to seek help from teachers, complete homework, and view daily announcements. East time occurs on Tuesday, Thursday and Friday mornings. East time occurs with team teachers.

How are Electives Assigned?

Each day students have a break from core instruction to experience wellness and diversified arts classes. Wellness occurs for a full year, while Diversified Arts changes to a new subject each nine weeks. Diversified Arts subjects include art, music, design, modeling and business. Detailed course descriptions for these subjects at each grade level can be found online in the NEMS Program Guide. Students at all grade levels also have the opportunity to select band, choir, or strings as a performing art. Students who select one of

Noblesville East Middle School

6TH GRADE

8:40-9:10AM

ADVISORY

MONDAY & WEDNESDAY

TUESDAY, THURSDAY, FRIDAY

9:15-10:17AM

PERIOD 1

ACADEMIC CLASS

LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES

PERIOD 2

ACADEMIC CLASS

LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES

PERIOD 3

ACADEMIC CLASS

LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES

Noblesville East Middle School

Orientation Events

YOUR GO TO GUIDE FOR STARTING MIDDLE SCHOOL

NEMS Canvas Course

May 11th

Become a NEMS student and their families will receive an invitation from NEMS to join a special Canvas course focused on all of your need to know information about starting at NEMS.

NEMS Virtual Tour

Week of May 11th

Check out our NEMS Virtual Tour which includes tips from teachers and current students. We can’t wait for you to see your new school!

NEMS Virtual Parent Night

Week of May 18th

Meet the Principal, Ryan Rich to learn more about the East curriculum, daily schedule and what we have planned for your student next year.

Meet at the Middle Orientation

July 2020

Due to current social distancing restrictions in Indiana, our annual orientation is tentatively scheduled for July 28. We will communicate further details once decisions are made.

CJ ESC
Utilizing Canvas/Google Classroom to Connect

Counselor Curriculum/Lessons
- Send weekly announcements with eLearning tips
- Incorporate any lessons you had planned
- Create fun games/activities for students
- Join teachers’ zoom meetings
Additional Communication Resources

Danielle Duarte
School Counseling Specialist & Koru Strategy Group
Emailing Students

What's up!

I hope you're doing alright. Honestly, I just wanted to check in and see how you were doing with the quarantine thing, e-learning, and home life. See the picture? Send me your number and the color of your heart. If you feel like giving me a full update, go for it. I'd love to hear it all honestly :) I miss you so much and hope to see you again soon!

Mike Molohon, School Counselor
Northridge High School | Middlebury, IN
Surveying Students

GMS Shutdown Check-in Form Spring 2020

The staff at Goshen Middle School cares about you and wants to know how you are doing. This form is a way for us to determine how best to help you during our school shutdown. Please remember that you can always privately email a staff member directly should you wish to have more private contact.

IMPORTANT INFORMATION:
- If you are in need of food, please find information here: https://www.goshenschools.org/food-service-options
- If you are in need of technical assistance for Canvas, computer issues, or internet access, please contact a teacher or your school counselor to let them know.

DISCLAIMER: THIS FORM IS NOT CHECKED OUTSIDE OF SCHOOL HOURS (8:00 am-3:00 pm Monday-Friday). If this is an emergency or if you or someone you know is feeling unsafe or suicidal, please reach out to someone! You can...
- Call 911
- Go to an emergency room
- Call the National Suicide Prevention Lifeline at 1-800-273-8255

Make a copy of the form
bit.ly/3cYpZBM

Created by Jan Desmarais-Morse
2017 Indiana School Counselor of the Year
2019 ASCA School Counselor of the Year Finalist
Collaborating with Local PBS Station to Deliver Lessons

How to Persevere Through a Growth Mindset
Stephanie Smith, Vogel Elementary School Counselor

Teamwork
Allen Woodruff, Harper Elementary School Counselor

Mindful Breathing
Jenni Herrel, Hebron Elementary School Counselor

Worry/Anxiety
Tomoko Lahee-Thompson, Caze Elementary School Counselor

WNIN Tri-State Public Media
Sharing Wisdom

Amanda Culhan
School Counseling Consultant
Elementary, Middle, and High Groups

- Introductions
- Assign a note taker and a timekeeper
- Discussion Topics & Prompts
  - Communication
  - Virtual Delivery of SEL
  - Resources that Work
- Debrief & Process
- Reentry - Add any resources/ideas you would be willing to share on May 21

Final Thoughts

Dr. Andrew Melin
CIESC Executive Director

Please take a moment to complete the evaluation bit.ly/2xouWVm
Counselor Connect

- May 21, 1:00 p.m. - 2:00 p.m.
  - School Reentry

Please invite counselors and other student service professionals to attend.

- June 4, 10:00 a.m. - 11:00 a.m.
  - Steering Committee Planning Meeting
CONTACT US!

Dr. Andrew Melin: amelin@ciesc.org
Mary Brabson: mbrabson@indianaonline.org
Amanda Culhan: amanda@culhanconsulting.com
Danielle Duarte: dduarte@gse.harvard.edu

CIESC Counselor Connect
Steering Team Members

Session Evaluation
bit.ly/2xouWVm

STAY CONNECTED
Keep Indiana Learning
Counselor Connect Blog
Thank you for all you are doing for your students!

**SELF-CARE**

*When you are at home*
- go outside
- take a shower
- take a nap
- set some goals
- call a friend
- meditate on your purpose
- read a chapter of a book
- journal out your thoughts
- sip coffee on your porch
- get creative
- exercise
- stretch your body
- listen to your favourite song
- take a walk outside
- get crafty
- cook a new recipe

*5 MINS*
*15 MINS*
*15 MINS*
*15 MINS*
*30 MINS*
*30 MINS*
*30 MINS*
*30 MINS*

**Self-Care Menu**

Remember to take care of YOU!