



CIESC

CENTRAL INDIANA EDUCATIONAL SERVICE CENTER

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

CIESC

Dr. Melin

Executive Director

Mary Brabson

Program Manager

Rachel Bauer

Program Coordinator

Support

Amanda Culhan

School Counseling Consultant

Danielle Duarte

Koru Consultant - School Counseling
Specialist

Rob Wessman

Koru Consultant



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

Communication Strategies

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

Cancel Save & Close

Event Duration *

15 min

30 min

45 min

60 min

- custom min

Date Range

Events can be scheduled from Apr 1 to May 13, 2020 [Edit](#)

Event Time Zone

This event type's time zone is locked to Eastern Time - US & Canada. Invitees will see your availability in this time zone. [Edit](#)

Availability

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

Hours Advanced [Copy availability from...](#)

May 10 - May 23, 2020 Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11 9:00a - 2:00p	12	13 9:00a - 2:00p	14	15 9:00a - 2:00p	16
17	18 9:00a - 2:00p	19	20 9:00a - 2:00p	21	22 9:00a - 2:00p	23



Mrs. Gayle

E-Learning Virtual Counseling

15 min

Web conferencing details provided upon confirmation.

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!

Apple: <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>
Google Play: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Select a Date & Time

May 2020

Wednesday, May 13

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Eastern Time - US & Canada (1:58pm)

Troubleshoot

9:00am
 9:15am
 9:30am
 9:45am
 10:00am
 10:15am
 10:30am
 10:45am
 11:00am

What event is this?

E-Learning Virtual Counseling

Cancel Save & Close

Event name *

E-Learning Virtual Counseling

Location

Zoom

Edit X

Want to offer choices to your invitees? [Add a location option](#)

Description/Instructions

A B I U

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!

Apple: <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>
Google Play: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Event link *

calendly.com/mrsgayle/

e-learning-virtual-counseling

Event color *

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

Checking In with Mrs. Baumann & Mrs. George

We miss you so much! Please check in and let us know how you are doing! We will send this out weekly.

On a Scale of 1-10, where would you rate your mood most days?

	1	2	3	4	5	6	7	8	9	10	
Terrible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Awesome

On a Scale of 1-5, how are things going with your school work?

	1	2	3	4	5	
Wait, I'm supposed to be doing school work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Awesome! I am getting my assignments done and turned in!

Tell us what is new with you!

Long answer text

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.)

Student Name	Team	Grade	First Contact	Second Contact	Parent Contact	Missing Work			
						ELA	Science	Math	SS

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



Welcome Class of 2027!

We are so thrilled to welcome you to Noblesville East Middle School (NEMS). The next three years of your life will be filled with exciting opportunities and academic rigor.

Welcome to your first NEMS Canvas Course! Canvas is where all of your teachers will post assignments, class news, quizzes and special content. We have compiled some helpful information for you and your parents as you begin middle school.

Check back often for updates and new information! Enjoy this welcome message from Mr. Rich, NEMS Principal



School Contact Information	Important Resources
<p>Noblesville East Middle School 1625 Field Drive, Noblesville, IN 46060 Attendance: (317) 776-6258. Main: (317) 773-0782 School Website</p> <p>Principal: Ryan Rich Email: ryan_rich@nobl.k12.in.us 6th Grade Dean: Gwen Bell gwendolyn_bell@nobl.k12.in.us Counselor Contacts: Lizette Baumann lizette_baumann@nobl.k12.in.us Drinan George drinan_george@nobl.k12.in.us</p>	<p>School Hours: 8:40am-3:40pm Early Release: Wednesdays, dismissal at 3:10pm Daily Schedule & Classes Meet your NEMS Teachers How Do I Learn My Locker Combinations Tips for a Successful 6th Grade Year NEMS Special Education Support NEMS Bridges Program 6th Grade Orientation Events What Classes are Offered at NEMS Athletics at NEMS NEMS Virtual Tour Words of Wisdom from Current 8th Grade Students Still have questions??? Click here to contact a counselor</p>

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!

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 account 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

6TH GRADE	
DAILY SCHEDULE	
8:40-9:10AM	ADVISORY MONDAY & WEDNESDAY EAST TIME TUESDAY, THURSDAY, FRIDAY
PERIOD 1 9:15-10:17AM	ACADEMIC CLASS LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES
PERIOD 2 10:22-11:24AM	ACADEMIC CLASS LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES
LUNCH	11:24-11:54AM
PERIOD 3 11:59-1:01PM	ACADEMIC CLASS LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES



Orientation Events

YOUR GO TO GUIDE FOR
STARTING MIDDLE SCHOOL

1

NEMS Canvas Course

May 11th

Incoming 6th Grade students 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.

2

NEMS Virtual Tour

Week of May 11th

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

3

NEMS Virtual Parent Night

Week of May 18th

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

4

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.

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



Good Afternoon 8th Grade Students!

We hope that you get the opportunity to get outside today to enjoy the weather!

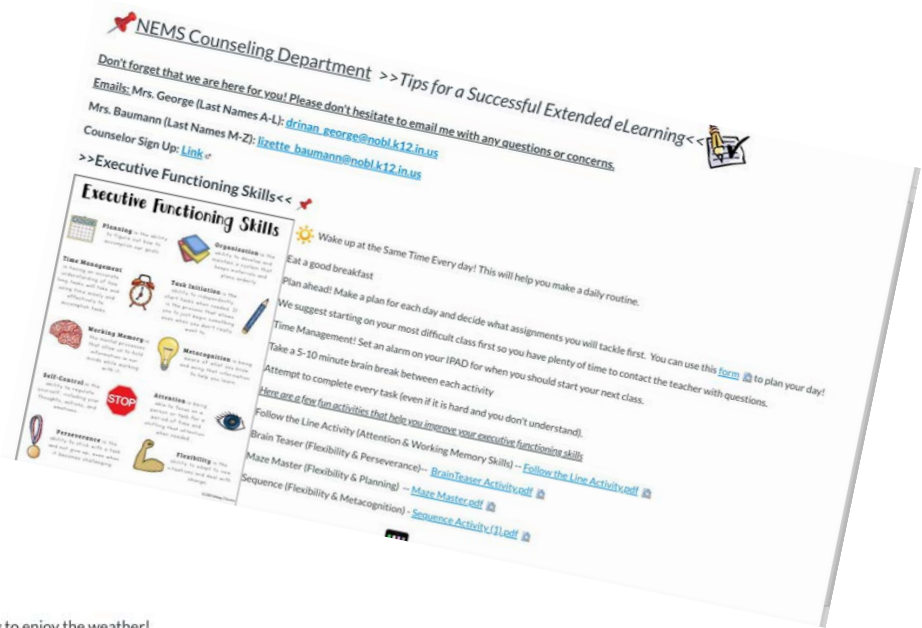
 We want to remind you to check your school email and Canvas email **at least once a day**. We are sending many of you emails right now from us regarding your high school schedule and also other important information.

 Also, just a reminder that we would love to hear from you! **All students** -- please fill out this check-in form to let us know how you are doing. [CHECK-IN FORM](#)

Also, we made a short lesson this week about Mirror Neurons and how your brain picks up on other's emotions. Remember that attitudes are contagious! View our lesson here- [Mirror Mirror on the Wall](#)

Have a great day!

Mrs. George & Mrs. Baumann



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

MENTAL HEALTH CHECK-IN!



How are you right now?

Choose a **heart** and a **number**
- and explain why you chose those.



- 1 - Living life like normal.
- 2 - Being cautious, but still going out.
- 3 - Going out as needed, mostly staying & working from home, still seeing friends and family.
- 4 - Very limited, only going out when unavoidable and very careful contact with people.
- 5 - Full lockdown. No one in or out.

- ♥ I'm doing great!
- ♡ I'm doing pretty good.
- 💛 I'm doing ok, I guess.
- 💚 I'm starting to struggle.
- 💙 I'm having a really hard time.
- 💜 I need to reach out for support.



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

Created by Jan Desmarais-Morse

2017 Indiana School Counselor of the Year

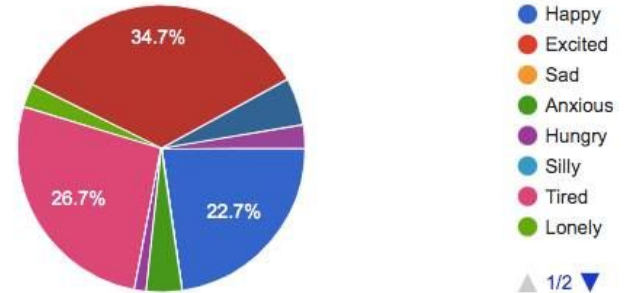
2019 ASCA School Counselor of the Year Finalist

Make a copy of the form

bit.ly/3cYpZBM

Today I feel:

75 responses



Collaborating with Local PBS Station to Deliver Lessons

How to Persevere Through a Growth Mindset

Stephanie Smith, Vogel Elementary School Counselor

Teamwork

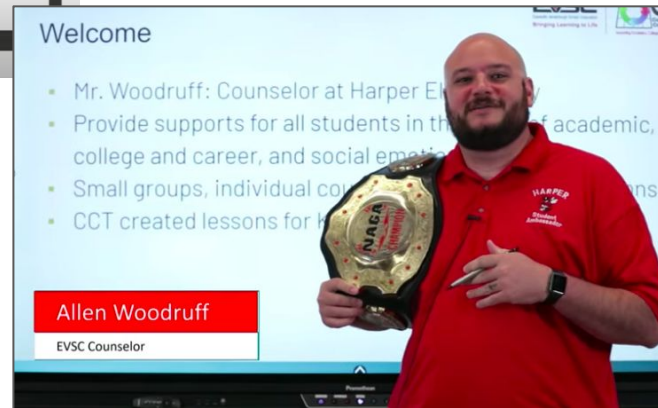
Allen Woodruff, Harper Elementary School Counselor

Mindful Breathing

Jenni Herrel, Hebron Elementary School Counselor

Worry/Anxiety

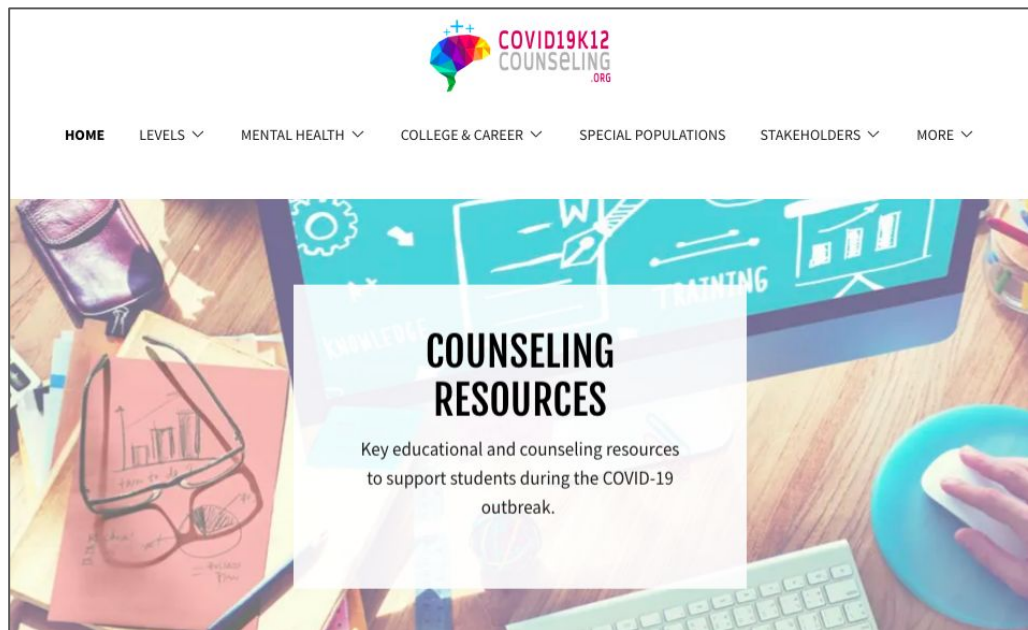
Tomoko Lahee-Thompson, Caze Elementary School Counselor



WNIN Tri-State Public Media



School Counseling Resource Website



covid19k12counseling.org

Sharing Wisdom

Amanda Culhan
School Counseling Consultant



Resource Sharing

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

Breakout Groups:
<https://bit.ly/2KPJu3p>

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 MENU		
	take a few deep breaths	5 MINS
	stretch your body	5 MINS
	listen to your favourite song	5 MINS
	meditate on your purpose	15 MINS
	read a chapter of a book	15 MINS
	journal out your thoughts	15 MINS
	take a walk outside	30 MINS
	get crafty	30 MINS
	cook a new recipe	30 MINS
@thefabstory		

Remember to take care of YOU!