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# Rosarian Academy's

## Comprehensive School Guidance Program



Created by Joy VanDyke, Updated - February 1, 2024

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Rosarian Academy offers a comprehensive guidance program that is centered around the Adrian Dominican Sisters' vision to seek truth, make peace, and reverence life. It also connects to the four pillars of Dominican life; study, prayer, community, and preaching/ministry. Through the guidance program, students will grow an understanding and value for God's unique design and plan for their lives as expressed through their own special gifts, talents, abilities and goals. We strive to teach students, to see the dignity and value in all people and to treat others as they would like to be treated, with empathy and respect.

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## Purpose and Mission

The Rosarian Academy Guidance program follows a comprehensive curriculum that is comprised of many components and responsibilities. The purpose of our school counseling program, must address whatever interferes with a student's ability to learn, to succeed, and to participate in the learning process. The goals and thus the outcomes of the school counseling program has to be on the support of learning. Curriculum is to provide support, character development, skill development, and application of understanding needed for success in school and in everyday life. This is a proactive approach, which is provided to all students in grades Kindergarten through eighth grade. Guidance may be delivered in one of several ways: individual counseling, small group counseling, classroom guidance and lunch bunch. Through classroom guidance, the Rosarian Academy Character Education Program is taught to all grade levels.

The guidance department is also responsible for school record keeping, testing interpretation, cumulative folders, referrals and reports, transcript requests, recommendation letters, high school matriculation/placement, the annual high school fair, Red Ribbon Week, the monthly mental health assembly speaker series, monthly character awards and the Palm Beach Kiwanis Club student of the month award.

This report will serve as a guide to the Rosarian Academy School Guidance Program. In its contents, you will find a description of each program as well as materials created for the guidance program.



## **Individual Counseling**

Individual Counseling in a one to one format, is an important component of our program. While we do not view our counseling program as crisis oriented, we support our students and try to meet their needs through a safe, nonjudgmental and embracing atmosphere. Students may come for individual counseling at the referral of a teacher, parent or a self-referral. Students may need to talk about various concerns such as anxieties, fears, a loss in the family, grief, peer relationships, divorce, bullying and difficult feelings.

Individual consultations that result in more than one meeting will need parent authorization. Sessions may be a one time session or may continue weekly until the support is no longer needed. Ideally, individual counseling does not exceed eight weeks in length. Through individual counseling students can learn decision-making strategies, problem solving and coping skills that will help them be successful in future social and emotional interactions. When first observing or assessing a student, an intake form will be completed and filed for record keeping and for assessment for progress and growth.

In efforts to support the whole child, we frequently involve parents and teachers to provide a team approach in helping the students bring about a positive change. Also, individual counseling frequently leads to other type of support recommendation and referrals to other outside therapy professionals.

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## **Small Group Counseling**

Group Counseling allows the guidance counselor to work with several students who have similar concerns or needs. These needs may be developmental or environmental. Group counseling allows the counselor to focus on the students' needs while providing an opportunity for positive interactions and peer support. Small group counseling groups may focus on supporting new students, anxieties and fears, grief and coping groups for loss or divorce, academic support for testing anxiety or low performing students, bullying prevention, social butterflies for social and emotional support, and peer support for creating meaningful friendships.

School counseling groups typically meet over the course of six weeks, with each meeting lasting at a length of 20 minutes. The meetings occur during the school day and teacher and parent approval is obtained.

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## **Classroom Guidance**

Classroom Guidance at Rosarian provides guidance content in a systemic way to all students. It is prevention and support focused, and is collaborative in cooperation between the classroom teachers and the guidance department. It is a program of learning and development, which is directed towards the students' personal, social, emotional and educational development. It is informational in nature and focuses on the current social and emotional development of students.

Classroom guidance occurs once a week in lower school, kindergarten through fourth grade for 30 minutes. The classroom guidance curriculum is designed around our character development program, in addition to mindful practice and any current needs particular to the cohort or grade level as a whole. Classroom guidance occurs once a month in upper school, fifth through eighth grades. It is also designed around the character development program. In the middle school, classroom guidance may also include topics such as, transitioning to middle school (for fifth grade), technology safety, digital citizenship, bullying, self awareness, positive self talk or affirmations, drug awareness, goal setting, conflict resolution, anxieties and fears, high school and career counseling, and empathy and perspective taking.

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## **Parent/Teacher Consultations**

Parent conferences are called on a need-basis. Parents, teachers, or administration may call a meeting. They typically take place in an administrator's office and are during school or after school. Reasons for a parent conference that would involve the guidance counselor would be for but not limited to, academic concerns, mental health issues such as anxiety or suicidal thoughts, behavior, absenteeism, psychological or parent concerns. Those attending a conference are typically both parents, teachers and one administrative member of the faculty.

Once a conference has ended, notes are taken and kept in the guidance office. Follow ups should always occur.

Parent communication is a vital part of the guidance program. Confidentiality and understanding should be a valuable part of the relationship between the counselor and the student. In efforts to protect a student who may harm themselves or who may be the victim of abuse or neglect, the counselor will not hesitate to report when necessary.

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## Character Education Program

The Character Education program at Rosarian Academy is a supportive and is a collaboration in cooperation with classroom teachers. It is a program of character development and learning, which is directed towards the student's personal, social and educational development. A character education program can have a positive impact on the wider school community, encouraging core values like respect, responsibility, and compassion that foster a more caring environment. Implementing a character education curriculum in schools can improve self-discipline and determination, which can then have a positive effect on academic grades, homework completion and good social and emotional behaviors. Finally, focusing on character development ensures that students are provided a model from which they can understand the complex concept of morality through open discussion and easy to understand examples, so that students can then recognize good and bad outside of the classroom. Our program helps students value themselves and see the importance of becoming the best version of themselves.

Each month our focus is on a different character virtue. In our middle school teachers and administrators nominate students from each grade level to receive an award for that character trait for the month. The student that receives the award, earns a pin that they may wear on the lapel of their dress uniform jacket. Students are honored at our quarterly honors awards assembly. It is important to recognize students that intentionally demonstrate good character towards their peers and school community.



## High School Placement

High school placement and matriculation is a big responsibility of the guidance department. High school counseling begins in the seventh grade by providing students and parents with information about high school open houses and their entrance and admission requirements. Informational meetings begin by guiding parents with a road map and time line for what they can expect when completing the admissions process of high school applications.

In the beginning of eighth grade, the counselor meets with the eighth grade students to help them understand their role in the process. They also will complete a student recommendation form or resume of their time at Rosarian. This recommendation form helps the teachers and counselor fill out high school recommendation forms.

Parents are welcome to come in a meet to discuss high school options and to gain understanding of the high school application process. Individual meetings with the students are held as needed.

The Guidance Department hosts an annual high school fair in the Fall months. Both local and boarding high schools attend the event and hand out information about their programs.

The goals of High School Placement are:

- Create a comprehensive list of high school options
- Meet with families individually if requested
- Communicated in a timely manner with parent questions and requests
- Host an informational meeting for parents
- Host the annual high school showcase for local and boarding schools
- Distribute information including:
  - Timeline of important events
  - Application dates and deadlines
  - Entrance Exam information and testing dates
  - Open house dates and times
- Complete all transcripts requests and record keeping
- Write recommendation letters
- Collect and send all recommendation forms
- Verify that application files are complete
- Complete and send all final transcripts



## School Record Keeping

It is the school's policy that every request and recommendation go through the guidance office, distribute and collect the teacher recommendation forms and put together student transcripts. An aspect of record keeping is honoring all requests made from parents in regards to student records. If a school sends a transcripts request form it too must go through the guidance office.

The guidance department will also be responsible for maintaining the cumulative folders in collaboration with the admissions and administrative team. At the end of the school year, the guidance department will oversee the teachers filling out the cumulative folder for each of their students. Teachers are to write in final grades, place in the attendance sheet and check that standardized testing and report card have been placed in the correct order in the cumulative file. Before any classroom teacher or advisory teacher leaves for the summer months, they must have guidance check over their classes cumulative folders.

Guidance is also responsible for collecting and sending all classroom teacher checklists and evaluations. Working with the ACE team in maintaining all psychological reports. They are placed in a separate file and can be found in the records room in the administrative office building.

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## Red Ribbon Week

Red Ribbon Week is the nation's oldest and largest drug prevention awareness campaign. Today, millions of people celebrate. The campaign runs for one week in the month of October and each day is focused on a different fun idea. It is the guidance department that organizes each day and gets students excited about being drug and bully-free. The guidance department may bring in a speaker or officer to discuss with the students the importance of being drug free.

• RED RIBBON WEEK 2021 • OCTOBER 25-29 •

**DRUG-FREE: LOOKS LIKE ME!**  
Let's spread the message that we choose to be healthy, friendly, safe, and drug-free!  
Each day we have planned fun dress days to celebrate Red Ribbon Week 2021.

<p>10/25 <b>MONDAY</b> TAKE THE LEAD: BE A HERO</p>  <p>Wear <b>red</b> shirts, <b>red</b> shoes, and <b>red</b> socks with uniform bottoms to kick off Red Ribbon Week and show you pledge to be healthy, friendly, safe and drug-free!</p>	<p>10/26 <b>TUESDAY</b> WE'RE TIED UP IN FRIENDSHIPS</p>  <p>Let's say "peace out" to drugs and bullying! Wear tie-dye shirts and uniform bottoms to show you choose to be a caring, kind and loving friend to others.</p>	<p>10/27 <b>WEDNESDAY</b> CRAZY ABOUT HEALTHY HABITS</p>  <p>Wear your most crazy or mismatched socks with school uniform to show you support healthy habits, like making smart choices in how you act and in what you eat or drink.</p>	<p>10/28 <b>THURSDAY</b> TEAM UP AGAINST DRUGS</p>  <p>Wear your favorite sports team shirts or sports team jersey with school uniform bottoms to show you pledge to be and live drug free!</p>	<p>10/29 <b>FRIDAY</b> SAY BOO! TO DOING DRUGS</p>  <p>Help create a healthy, safe drug-free school, wear an <b>orange</b> shirt to say BOO to drugs! (Students may wear jeans free of rips or holes. Early childhood will celebrate orange day in their classrooms. Lower school will have their traditional Halloween Parade).</p>
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"This week is a celebration of positive choices and a healthy, drug-free lifestyle. It is celebrated by tens of thousands of schools, government agencies, and social service organizations and touches the lives of 80 million young people and adults in the United States each year."

\*Monday 11/1, is All Saints Mass. Dress uniform is required for K-8th, and all students may wear Red Sneakers as we kickoff Red Sneaker Month in honor of Oakley Debbs.

## **The Palm Beach Kiwanis Club Student of the Month Award**

Each month The Palm Beach Kiwanis Club awards one eighth grade student, chosen by our faculty and administration to participate in this special program. Students are nominated and then one student each month is selected. Students are selected for their excellence in academics, their service to their Rosarian community, and their conscious effort of character. The students chosen are honored at a luncheon, where they will make a speech about their time at Rosarian, what they would like to accomplish in the future and thank their teachers and the Kiwanis Club of Palm Beach. The student is invited along with two family members and a teacher of their choice. Each award recipient will also receive a plaque and a scholarship award. At the end of the year, one student is chosen out of all of the Student of the Month award winners to receive the Student of the Year award. This student is presented the award at graduation.

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## **Mental Health Assembly Speaker Series**

In each month, the students will participate in an assembly focused on a mental health topic. It is the guidance department that chooses the speaker for the topic for each month.

The topics for each month are as follows:

September: Technology and Digital Safety

October: Respect and Anti-Bullying

November: Empathy, Food Allergy Awareness/Red Sneakers for Oakley

December: The Hanley Foundation, peer pressure and alcohol awareness

January: Friendship/Teamwork

February: Integrity, Black History/Kijana Educational Empowerment

March: Diligence, Women in History

April: Mental Health Awareness, the West Palm Beach Mental Health Coalition

May: Citizenship and Global Awareness: Earth Day

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## **TerraNova Testing**

The Guidance Department assists administration in sorting, labeling, distributing and collecting materials, analyzing data and informing parents of results as needed. The guidance department also administers all make up testing.

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## **Daily Comprehensive School Counseling Program Activities:**

Teach classroom guidance to each lower school class (K-4) once a week, September through May according to the state and national standards.

Use needs assessment tools to create groups and observe students that have individual needs. These may include small group or individual counseling for anxiety, family changes, grief and loss, friendship or bullying concerns, academic or behavioral support. Consider all individual referrals and record student log in and follow ups. Complete in-take assessment when needed and have parent conferences or obtain authorization when further support is needed.

Record keeping is a daily activity. All interactions with students should be documented in some form either on the counselor log in or intake form.

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## **Additional Counselor Activities that support the Comprehensive School Counseling Program:**

- Plan and create classroom guidance curriculum that supports the Character Education.
  - Character Awards
  - High School Placement/Matriculation
  - Red Ribbon Week
  - The Kiwanis Club of Palm Beach Student of the Month Award
  - Monthly Mental Health Speaker Series
  - Support the administration of the TerraNova and result interpretation for parents
  - Attend parent conferences and articulation meetings
  - Coordinate and meet with administration
  - Meet with and support the ACE team when needed
  - Suicide and Risk Assessments
  - Transition to middle school with 5th grade
  - Staff and Teacher support
  - Kindness Week
  - Mental Health Awareness
  - Counselor Bulletin Board
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## Goals of the Guidance Program

A school counselors' primary goal is to encourage, support, and foster positive academic, career, social, and personal development for students in schools.

The focus of the counseling and guidance program is to address student needs. These needs are expressed as the gap, or the difference, between the expected progress and the actual progress in the student's personal, social, academic, and career development. Competency in these developmental areas facilitates learning and achievement.

- Collaboration
  - Be proactive
  - Prevention and crisis
  - Character and skill development
  - Identify student strengths
  - Integrate SEL competencies into curriculum
  - Outcomes and result driven
  - High School Planning/Matriculation
  - Create positive school culture
  - Emotional support for teachers
  - Accountability strong
1. Develop knowledge of the learning community; collaborate with teachers to better identify and address the needs of all Rosarian students. Create support plans for students who demonstrate social and emotional concerns that obstruct learning.
  2. Curriculum and program learning and teaching; create a proactive guidance program to effectively deliver, implement and promote student achievement, to which are preventative in design and developmental in nature.
  3. Assessment of student needs specific to the school population and program progress. Modify strategies, interventions and services as recommended to increase effectiveness. Create measurable, reasonable, and appropriate goals for learners to show progress. Monitor learner progress through teacher feedback and observation.
  4. Program services; continually adapt, learn and grow to support students in their current needs through direct services. 80% of time providing direct services.
  5. Communication effectively with peers and administration. Respond promptly to concerns and crisis situations. Distribute tools to help teachers support students' needs.