

**Student Services plan for response to COVID 19**

Item	Details	Other Info	Who is responsible
Establish set office hours and stick to them	How would this look? Build a Student Services course in Canvas or other platforms - all of these plans will be attached in that course, as well as any lessons.		
ASSESS department needs	Who needs help with the online format? Help with Canvas? How to use Google Hangout.... What else?		
Electronic Platforms	<ul style="list-style-type: none"> <li>● Google Classroom, GroupMe, Google chat</li> <li>● Create google phone numbers,</li> </ul>	These are then the property of SD and maintain personal/professional separation. This keeps separation/privacy	
Establish online systems for things that may have typically been done in person or via your office	<b>Transcripts:</b> Parchment <b>Summer School:</b> Online registration link	What else are we missing?	
Communicate plan re: student crisis	Develop procedures for students to follow in emergency and non-emergency situations -	How do we support our students? How do we communicate this plan to them?	

Determine the frequency of contacts through the end of the year based on your current calendar	Junior Seminars ACT, AP Testing 504 Plans What else?		
Impact:	ACT, AP Testing	Where will students test? Will this be allowed?	
Impact:	504 Plans	504 plans - what accommodations and services are required per our students' 504 plans that would need to continue from home.	
Impact:	Junior Seminars	Create Canvas Course Voice over of parent meetings, post video to web Talk 1:1 with students via Google Chat	
Create Protocols and systems for students NOT engaging in online work	Who is responsible for contacting the student and family (teacher, counselor, dean, case manager, etc.)? This type of learning is not for everyone and some students will struggle. How will this be monitored, will students fail classes, get incompletes, WD's?		

Lessons around COVID 19	Can we do something with this? There is fear and anxiety, we could help ground (students and staff.....)		
NCAA	Is there any potential impact for students?		
College Admissions	Emails from colleges are stating that they understand there may be less involvement in activities and will not penalize students		
Classroom Lessons	Second Step lessons Protective Behavior lessons		
Resources	<p>Coronavirus: DPI Coronavirus Resources: <a href="https://dpi.wi.gov/sspw/2019-novel-coronavirus">https://dpi.wi.gov/sspw/2019-novel-coronavirus</a></p> <p>ASCA resources on Coronavirus: <a href="https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources">https://www.schoolcounselor.org/school-counselors/professional-development/learn-more/coronavirus-resources</a></p>	<p><a href="#">Lesson for students on Coronavirus</a></p> <p>ASCA Position Paper for online conferences <a href="https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf">https://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Virtual.pdf</a></p> <p><a href="https://www.cdc.gov/coronavirus/2019-ncov/about/coping.html">https://www.cdc.gov/coronavirus/2019-ncov/about/coping.html</a></p>	<p><a href="#">VIDEO Conferencing INFO</a></p>

