

ADMINISTRATIVE CIRCULAR NO. 83

Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: March 2, 2006

To: Assistant Superintendents, Principals, and Counselors

Subject: MANDATORY EMERGENCY CRISIS MANAGEMENT
GRANT (ERCM) TRAINING FOR COUNSELORS

**Department and/or
Persons Concerned:** Administrators and Counselors

Due Date: March 29 or 30, 2006

Reference: None

Action Requested: Principals should release counselors to attend a one-day training; counselors should return registration form.

Brief Explanation:

To meet the needs of our district's crisis response and the requirements of the Emergency Crisis Management Grant (ERCM), which was approved by the Board of Education in August 2003, the Counseling and Guidance Department is conducting a mandatory, one day, crisis training for all counselors. School counselors have been designated as the site representative and will be trained as first responders in the event of a crisis. Tom McSherry, a certified critical incident stress management trainer, will conduct the training, which consists of a set of core interventions including pre-crisis planning/education, individual, small and large group interventions, and the mechanisms for follow up and referral.

In an effort to minimize the impact on schools sites, the one-day training will be offered on March 29 OR March 30, 2006. All counselors should be released to attend on one of these dates. The attached registration form should be returned to the Counseling and Guidance Department by March 20, 2006.

Questions should be directed to the Counseling and Guidance Department at 858-627-7447.

Stacy Jones
Executive Director
Student Services

APPROVED:



Geno Flores
Deputy Superintendent

SJ:kam

Attachment
Distribution: Lists A, D, E, and F



Attention ALL School Counselors!

Mandatory Crisis Training
(for all counselors in the district)

Featured Guest: Tom McSherry, ICISF

Wednesday March 29 or Thursday March 30, 2006

8:30 a.m.-3:30 p.m.

Registration begins at 8 a.m.

Marina Village Conference Center- Starboard Room

1936 Quivira Way San Diego, CA 92109

Parking available on site.

Lunch will not be provided.

For information please call the Counseling and Guidance Department at 858-627-7447.

Registration Form

Mandatory Crisis Training March 29 or 30, 2006

Fill out form and mail or fax (by March 20) to:
Counseling and Guidance, Wiggin Center, Room 16
Fax: (858) 573-8898

Name: _____

School Site: _____

Phone: _____

Email: _____

Date Attending: (Check One) March 29 March 30