



Averill Park Central School District Guidance Plan 2023-2024

**Presented to the Board of Education
August 14, 2023**

INTRODUCTION:

The Averill Park Central School District Guidance Plan has been developed in compliance with the New York State Education Department Commissioner's Regulations 100.2(j) and in alignment with the Averill Park Board of Education Mission Statement and Student Exit Standards. Other resources utilized to ensure our program remains current with all relevant professional standards includes: New York State Career Development and Occupational Studies (CDOS) standards, The American School Counselor Association (ASCA) National Standards for School Counseling Programs, The American School Counselor Association Ethical Standards for School Counselors, and The New York State School Counselor Association Guidance Program guidelines. Per NYS Education Department Commissioner's Regulations, this plan will be reviewed and updated annually.

AVERILL PARK CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION DISTRICT MISSION STATEMENT:

The Averill Park Central School District, through active school and community partnering, will ensure diverse educational opportunities for every student in a safe, respectful, student-centered environment empowering each to become a self-sufficient productive member of their community.

PROGRAM OVERVIEW:

The Averill Park K-12 Counseling Program has evolved over the years in response to the needs of our students, parents, and community. Our program is aligned with both the NYSED requirements and American School Counselor Association (ASCA) national standards.

The elementary counseling staff consists of two full- time counselors. School counselors meet student needs through whole class instruction, small group, and individual sessions. Classroom lessons follow our social-emotional learning (SEL) curriculum. Small group counseling covers an array of topics such as family change, social skills, making and keeping friends, anxiety, and self-regulation. Individual counseling is offered to students who have a need identified through a collaboration with families and professionals within the building. Elementary counselors play a vital role in their building's Child Study Team (CST). The counseling staff is committed to each student's academic, social and emotional success.

CURRENT STUDENT:COUNSELOR RATIOS:

The American School Counselor Association (ASCA) recommends a counselor to student ratio of 250:1. Per ASCA, the national average is 470:1 and the NYS average is 624:1. Our ratios are as follows:

SCHOOL	COUNSELOR FTE	STUDENT ENROLLMENT	COUNSELOR:STUDENT RATIO
Miller Hill/ Sand Lake	1.0	385	385:1
Poestenkill	1.0	348	348:1
West Sand Lake	1.0	374	374:1
Algonquin Middle School	2.0	587	294:1
Averill Park High School	4.0	880	220:1

AVERILL PARK CENTRAL SCHOOL DISTRICT ELEMENTARY SCHOOL COUNSELING PLAN

GRADE LEVEL	CONTENT	ASCA DOMAIN / STANDARD	CURRICULUM/MATERIALS	PROJECT LENGTH	PROJECTED NUMBER OF STUDENTS IMPACTED	LESSONS WILL BE PRESENTED IN	IMPLEMENTATION PERSON
K	Meet the Counselor	MS 3, BS 2	"Counselor Toolbox", powerpoint, etc.	September	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Self Regulation: Whole Body Listening	B-SMS 1, 2, 10, B-SS-1, 2, 3, 4, 5, 6, 9	Literature, videos, handout	1 week	All kindergarten classes	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Self Regulation: Personal Space	B-SMS 1, 2, 3 10, B-SS 2, 9	Literature, role play, handout	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Self Regulation: Interrupting	B-SMS 1, 2, 3, 7, 10 B-SS 1, 3, 6, 9	Literature, role play, handout	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Social Thinking: Thoughts and Feelings	M 3, BLS 1, B-SMS 2, 3, 10, B-SS 1, 2, 6, 9	Literature, role play	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists

	Friendship/Conflict Resolution: Making Friends	B-LS 1, 2, 4, 7, B-SMS 3, B-SS 1, 2, 3, 4, 5, 8, 9	Literature, handouts	1-2 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: "I feel" statement	M2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Literature, role play, video	1-2 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Community Circles	M2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Literature (may include Kelso's Choices), video, role play	1-4 weeks	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: Intro	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones materials, powerpoint presentation, parent letter	1-2 weeks	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: Expected/Unexpected	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones materials, literature, role play	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: Positive self	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones materials, literature, role	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists

	talk/ Inner Coach, Inner Critic		play				
	Zones of Regulation: Toolbox	B-LS 1, 2, 4, 5, 6, 7, 8, 9	Zones materials	1 week	All kindergarten students	All Kindergarten classrooms	Elementary Counselors & School Psychologists
1	Self Regulation: Whole Body Listening	B-SMS 1, 2, 10, B-SS 1, 2, 3, 4,5, 6, 9	Literature, handout	1 week	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Self Regulation: Personal Space	B-SMS 1, 2, 3, 7, 10 B-SS 1, 3, 6, 9	Literature, role play, presentation	1 week	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones materials, Zones games	1-3 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: expected and unexpected behaviors	B-LS 1, 2, 5, 9, B-SMS 2, 3, 7, 9, 10, B-SS 1, 2, 3, 5, 6, 7, 9	Zones materials, powerpoint, role play	1-2 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists

	Zones of Regulation: Rock Brain, flexible thinking	M 5, 6, B-SS 5, 6, 8, B-LS 1, 2	Zones materials, literature	1 week	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Zones of Regulation: Size of the Problem	M 2, 6, B-LS 1, 5, 6, 8, B-SMS 1, 2, 3, 7, 10, B-SS, 1, 2, 3, 5, 9	Zones materials, powerpoint presentation, literature	1-2 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: making friends	B-LS 1, 2, 4, 7, B-SMS 3, B-SS 1, 2, 4, 5, 8, 9	Role play, literature	1-2 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: "I feel" statement	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Role play, literature	1- 2 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Community Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Role play, literature (may include Kelso's Choices)	1-4 weeks	All first grade students	All first grade classrooms	Elementary Counselors & School Psychologists

2	Zones of Regulation: review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones materials, Zones games	1-3 weeks	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Literature, role play, video	1 week	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: "I feel" statements	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Role play, literature	1 week	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Community Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Role play, literature, videos	1-4 weeks	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution:	M 3, BSMS 1, 2, 7, 9,	Literature, handout	2-3 weeks	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists

	Bullying	BSS 1, 2, 3, 4, 5, 8, 9					
	Friendship/Conflict Resolution: Respect	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9	Powerpoint presentation, literature, handout	1-2 weeks	All second grade students	All second grade classrooms	Elementary Counselors & School Psychologists
3	Zones of Regulation: review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones materials, games	1-3 weeks	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
	Self-Discovery: Growth Mindset	SED, CD, M 1, 2, 5, 6, B-LS 5, 7, 8	Literature, role play, videos	1-3 weeks	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Diversity	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Literature, role play, video	1 week	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict	M 2, B-LS 1, 4, B-	Video, literature, role	1 week	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists

	Resolution: “I feel” statements	SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	play				
	Friendship/Conflict Resolution: Community Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Role play	1- 4 weeks	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Bullying	SED, M 2, 3, B-SMS 1, 2, B-SS 8	Literature, video, handout	1-2 weeks	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
	Empathy	BSS 1, 2, 4, 5, BSS 7, 9	Literature, video, activities/ projects	2-3 weeks	All third grade students	All third grade classrooms	Elementary Counselors & School Psychologists
4	Zones of Regulation: review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones materials, games	1 week	All fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Empathy	BSS 1, 2, 4, 5, BSS 7, 9	Literature, video, activities	1-2 weeks	All fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists

	Diversity/Acceptance	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Videos, literature, hand out	1-2 weeks	All fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Bullying/Cyberbullying	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9	Literature (“Weird!”, “Dare!” and “Tough!” book series)	3-4 weeks	All fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Community Circle	M 2, B-LS 1, 2, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 4, 5, 6, 8, 9	Role play	1- 4 weeks	All Fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: “I feel” statements	M 2, B-LS 1, 4, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 6, 8, 9	Role play, activities/ project	1 week	All Fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Careers	M 1, 2, 4, 6, BLS 1, 2, 3, 4, 5, 6, 7, 8, 9,	Interest inventory, powerpoint activities	1-3 weeks	All Fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists

		10, BSMS 1, 2, 3, 4, 5, 8, BSS 1, 5, 7, 8, 9					
	Self- Discovery: Growth Mindset	M 1, 2, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9	Literature, videos, writing/ handout	1-2 weeks	All Fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
	Self- Discovery: Mindfulness	M 1, 2, 4, 5, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9	Activities, videos	1-3 weeks	All Fourth grade students	All fourth grade classrooms	Elementary Counselors & School Psychologists
5	Zones of Regulation: review	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B- SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Zones materials, games	1 week	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Self Discovery: Self-Esteem	M 1, 2, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9	Literature, role play, writing/ hand out	1-2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists

	Self-Discovery: Mindfulness	M 1, 2, 4, 5, 6, BSMS 1, 2, 7, 8, 10, BSS 2, 3, 9	Activities, videos	1-2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Empathy	BSS 1, 2, 4, 5, 7, 9	Literature, video, writing/ handout	1-3 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Friendship/Conflict Resolution: Community Circle	M 3, 6, BSMS 1, 2, 4, 7, 9, 10, BSS 1, 2, 4, 5, 6, 8, 9	Role play	1-2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Diversity: Community Circle	B-LS 1, 2, 4, 5, 6, 7, 8, 9, B-SMS 1, 2, 3, 7, B-SS 1, 2, 3, 5, 8, 9	Role play	1-2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Bullying: Community Circle	M 3, BSMS 1, 2, 7, 9, BSS 1, 2, 3, 4, 5, 8, 9	Role play	1- 2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists

	Careers	M 1, 2, 4, 6, BLS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, BSMS 1, 2, 3, 4, 5, 8, BSS 1, 5, 7, 8, 9	Powerpoint presentation, handout, interest inventory, resume writing	3 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists
	Transition, Sharing Concerns: Community Circle	M 2, B-SMS 7, 8, 9, 10, B-SS 7, 8, 9	Guest speaker/panel discussion	1-2 weeks	All Fifth grade students	All fifth grade classrooms	Elementary Counselors & School Psychologists

AMS Counseling Calendar	
Month	Action
September	<p>Grade 6 Family Visits</p> <p>Meet with families in the Grade 6 hallway</p> <p>Support anxious students</p>

	<p>New Entrant Orientation (During Grade 6 Family Visits)</p> <p>Provide them with their schedule</p> <p>Tour the building with the students after principal presentation</p> <p>New Entrants</p> <p>Meet with new entrants during September and October to check on their connections to peers and staff members</p> <p>Review materials for RtI needs and communicate them to the team and RtI coordinator</p> <p>Share important information from Grade 5 to 6 transition meetings with grade level teams</p> <p>Identify students who may need counseling support and service coordination</p> <p>Learning Launch (Open House)</p> <p>Backpack Program- Identify participants for the school year</p> <p>Warrior Fundamentals</p> <p>Connect with Warrior Fundamentals teachers and students for teams</p>
October	<p>Harassment Unit in Grade 6</p> <p>New Entrants</p> <p>Meet with new entrants during September and October to check on their connections to peers and staff members</p>

	<p>RtI Five week check in with sixth grade teams to identify students who may need to receive or be removed from interventions.</p> <p>Warrior Fundamentals Connect with Warrior Fundamentals teachers and students for teams Check in with grades at 5 week mark</p>
Novemeber	<p>Parent Conferences</p> <p>Gimme Five Meetings</p> <p>Coordinate with team leader about focus of conferences</p> <p>RtI diiscuss any intervention needs with RtI coordinator as a result of conferences and first quarter grades.</p> <p>Warrior Fundamentals onnect with Warrior Fundamentals teachers and students for teams Review report cards with students and conduct goal setting for Quarter 2</p>
December	<p>Identify students for holiday support</p> <p>Tech Valley High School (Grade 8 counselor) Process begins; concluding when applications are sent in Feb/March Counselor meets with each applicant</p>

	<p>Warrior Fundamentals</p> <p>Connect with Warrior Fundamentals teachers and students for teams</p> <p>Check in with grades at 5 week mark</p>
January	<p>Grade 8 to 9 scheduling</p> <p>Present to students in Social Studies classes</p> <p>Coordinate parent contacts about scheduling</p> <p>Ensure students make selections and answer questions</p> <p>Last chance for PINS petitions to be filed (February 1)</p> <p>Identify students for Most Improved Breakfast</p> <p>RtI</p> <p>Contact parents about changes to interventions based on universal screening and second quarter grades. Coordinate with Secretary and RtI coordinator to make schedule changes.</p>
February	<p>Most Improved Breakfast</p> <p>Warrior Fundamentals</p> <p>Connect with Warrior Fundamentals teachers and students for teams</p> <p>Review report cards with students and conduct goal setting for Quarter 3</p>
March	<p>Parent Conferences Half Day</p> <p>Gimme Five Meetings</p> <p>Coordinate with team leader about focus of conferences and ways to support/run meetings</p> <p>CSE Meetings</p>

	<p>Attend CSE meetings of students on caseload Connect with teachers on the team with concerns and strengths to be able to share information at meetings</p> <p>Warrior Fundamentals Connect with Warrior Fundamentals teachers and students for teams Check in with grades at 5 week mark</p>
April	<p>Scheduling Grade 7 students select electives for Grade 8</p> <p>Present to Morning Meeting or Social Studies classes about options</p> <p>NYS Exams</p> <p>In Danger of Failing Contact students and parents about concerns for potential failure</p> <p>RtI Contact parents about changes to interventions based on third quarter grades. Coordinate with Secretary and RtI coordinator</p> <p>Warrior Fundamentals Connect with Warrior Fundamentals teachers and students for teams Review report cards with students and conduct goal setting for Quarter 4</p>
May	Summer Program

	<p>Work with team leaders to identify students who would benefit from Summer Program</p> <p>Contact families</p> <p>Send permission slips</p> <p>Monitor permission slip return for caseload</p> <p>Grade 5 Parent Night and tour</p> <p>Counselor Presentation</p> <p>Google Form Survey for get to know you</p> <p>NYS Assessment</p> <p>504 Meetings</p> <p>CSE meeting</p>
June	<p>Grade to grade Transition Meetings</p> <p>Attend RtI Meetings</p> <p>Coordinate Grade to grade transition meetings</p> <p>Coordinate combine/separate lists from teams counselor works with</p> <p>Grade 8 Transition Meeting</p> <p>Summer Program</p> <p>Develop class lists for Summer Program</p> <p>In Danger of Failure</p> <p>Ensure students and families know in danger of failure outcome (required summer program or not)</p> <p>Review Earth Science, Algebra and Geometry Regents scores</p>

	<p>Connect with APHS counselors to understand what students may need to do to recover from failing Regents scores, if any, contact families with that information</p> <p>Review LOTE Proficiency Performance</p> <p>Connect with AMS LOTE teachers and APHS</p>
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<i>Calendar of Activities and Services for Grades 9-12</i>				
<i>Month</i>	<i>Activity</i>	<i>Program Objectives</i>	<i>Annual Assessment</i>	<i>Staff/Resources</i>
August	New Student Registration Meetings	Familiarize new students to the district Create Schedule	Parent/Student Feedback Functioning Schedule	School Counselor
	First Year Student Orientation	Students will be familiar with the building, lockers, graduation requirements and reading their schedules	Parent/Student Feedback Counselor Feedback Administration Evaluation	Administration School Counselors Support Staff (Nurse, SAP)
	Review Summer School Results/adjust schedules as needed	Confirm students are on track with graduation requirements	Annual Review/Credit Check Sheet	School Counselor
	Work on Schedule Conflicts	Ensure students have functioning schedules that meet graduation needs	Annual Review/Credit Check Sheet	School Counselor Office Staff
	Monitoring of progress towards diploma	Counselor keeps up to date credit check on each student including; credits, exams, diploma type, goals	Annual Review/Credit Check Sheet	School Counselor Transcripts
	Student Schedules mailed home	Familiarize students with schedules	Meet with students that have schedule conflicts	School Counselor Guidance Office
	APEX Intervention	Students will pass required exams/courses.	Identify students required to have	School Counselor

			remediation, progress monitoring Answer parent/student questions and concerns	Director of Guidance District Data Coach Content Teachers Special Education Case Manager
September	Open House	Parents become familiar with counselors and counseling programs	Parent/Student Feedback Administration Feedback Follow up with identified parents	School Counselor Support Staff (Nurse, SAP) Edline Resources/Passwords Handouts
	Meet with students regarding schedule conflicts	Ensure students have functioning schedules that meet graduation needs	Annual Review/Credit Check Sheet	School Counselor Office Staff
	Meet with Freshman groups	Counselors introduce themselves to their students Freshman will become familiar with high school programs	Student Feedback at annual review (spring)	School Counselor
	College in the high school registration/ HVCC	Familiarize students with program	Follow up with students	School Counselor
	Meet with Seniors to discuss Post H.S. plans	Review graduation requirements Review College Application process/deadline/review Naviance/etc.		
	Financial Aid Night Program	Contact Siena college Confirm date (January) Building Use Form	Evaluation form handed out at event	School Counselor Building Staff
	Meet with new military recruiters	Familiarize with options	Consultation with recruits and families	School Counselor Military Recruiters

	Newsletter submissions	Time sensitive topics		
	Post H.S. Evening Program			
	Meet with new entrants	Orient new students, answer questions Evaluate their transition	Student Feedback Counselor/staff evaluation	School Counselor Students' Schedule
	Questar counselor Meeting			
October	Transcript review night	Familiarize sophomores and their parents with the components of a transcript, as viewed by both two- and four- year college institutions	Follow up with students and families	Sample Transcripts School Counselor Local college representatives (contacts made in September) Handouts (copies of transcripts and literature from colleges)
	Select Students to attend HOBY			
	College instant admit day	Allow students to apply to the college	Evaluation of how many students applied	School Counselor College Staff

	List of Repeat Regent exams			
	Process college applications	Meet with seniors in small groups to answer specific college application questions	Follow up with students and families	School Counselor
	Continue senior meetings	Review graduation requirements Review college application process/deadlines/etc	Follow up with students in January	School Counselor
	Coordinate PSATs for juniors	Allow juniors to experience exams	Results of exam sent in December	School Counselor Staff
November	Review/recommend APEX and/or-Intervention			
	Write letters of recommendation & complete secondary school reports for college applications (Continues through January)	Assist students with college application process	Follow up with students and families	School Counselors
	College Instant Admission days	Allow students to apply to the college	Evaluation of how many students apply	School Counselors College Staff
	Special Education Transition Meetings	Attend at request of Special Education Case Managers	Follow up from meetings	School Counselor Special Education Case Manager Parent Content Teachers

December	Continue LORs and Secondary school reports for colleges applications	Assist students with college process	Feedback from students and families	School Counselor
	Questar Classroom Presentation	Familiarize students with programs	Follow up with interested students	School Counselors Questar Staff
	New Visions introductory meetings/ CTE recruitment	Familiarize students with programs	Follow up with interested students	School Counselors Questar Staff
	Guide to Program Planning	Provide information regarding HS courses	Review student schedules/classes	School Counselor
	PSAT Score distribution to Juniors	Provide students with score reports	Review results	School Counselor Students
	Educate students about educational opportunities at Questar III	Coordinate field trip to Questar III for students to learn first hand about program options Assist students with application	Review list of interested students	School Counselor Parents Questar III Students Transportation Administration
January	Second Semester Course Adjustments	Review schedules with students	Adjust schedules	School Counselors
	Counselors visit AMS	Educate students on graduation requirements Overview of high school Introduce course offerings (electives)	8 th grade counselor meetings with students	School Counselors at both Algonquin and High School

	January Graduates/Diploma Types	Review status with students	Evaluate student eligibility	School Counselors
	9th grade Parent Meeting			
	Introduce Naviance to 9th Grade			
	Questar Counselor Meeting Questar Grade Review			
February	Evaluate January Regents exam results	Adjust schedules accordingly Change AIS status/services needed	Feedback from students and families	School Counselors
	8 th Grade Parent Orientation Night	Educate parents on graduation requirements Overview of high school Introduce course offerings (electives)	Fielding questions from 8 th grade parents	School Counselor at both buildings
	Visit Gardner Dickinson	Meet with prospective students and their parents Familiarize them with APHS Select courses	Schedule and course review feedback from students/ families	School Counselors Work with GD staff
	College in the high school registration/ HVCC	Review opportunities with students	Review list of entrants	School Counselors
	Begin Individual Annual Reviews	Review current year Course selection for upcoming year Develop/update academic plan in regard to post high school plans Review testing results	Accurate and updated schedule selections	School Counselor Student Parents Transcript

				Forms: four year plan, credit evaluation, course request Guide to Program Planning Forms, if applicable: HVCC early admission forms and early graduation form
	Complete Secondary School Reports/Mid Year Reports for college admissions	Assist students in college process	Review plans with students	School Counselors
	Enter all Questar, VoTech, New Vision student info into portal			
	Committee on Special Ed Annual Review meetings	Attend CSE meetings	Develop schedule for students with disabilities	School Counselors CSE
	Update Military Recruiters (ongoing)	Verify graduation status Write letters of recommendation	Review status with students and families	School Counselors
March	Continue Individual Annual Review	(see February)		
	APEX Intervention			

	Compile list of students who need to retake regents exams in June	Meet with Students	Accurate list reflecting exam updates	School counselors
	Arrange visits for CTE/VOTEC/New Visions			
	CTE -Applications Meeting			Administration Teachers
	Enter all Questar, VoTech, New Vision student info into portal			
	Committee on Special Ed Annual Review meetings	Attend CSE meetings	Develop schedule for students with disabilities	School Counselors CSE
	Update Military Recruiters (ongoing)	Verify graduation status Write letters of recommendation	Review status with students and families	School Counselors
April	Continue Committee on Special Education Annual Review meetings	(see March)		
	Prepare Scholarship Award Materials	Compile available scholarships, including those already been selected Gather input from teachers Compile and distribute spreadsheets containing all scholarship data	Review periodically before June	School Counselors School Staff

May	Scholarship Awards Committee	Review Senior Questionnaires and Brag Sheets to prepare Committee meetings (2-3)	Review periodically before June	School Counselors School Staff
	Questar counselor meeting			
	Address out-placed students academics needs	Exam requirements Credit verification Accurate record keeping	Accurate transcripts and courses	School Counselors CSE Office
June	Senior Awards Night	Attend and present awards/scholarships to seniors	Evaluate events of evening	School Counselors Building Staff
	Update exam list for August			
	Complete Summer School registration	Gather out-of-district options (cost, registration format and deadlines) and distribute to students in need Facilitate registration via paperwork as needed	Create internal listing of interested students	School Counselors Guidance Office Staff
July	Meet with AMS 8 th grade counselor	Small group meeting DSSS, School Psychologist, counselors, student assistance counselor, social worker) Discuss individual student needs/ transition concerns	Information passed onto high school counselors	School Counselors from Algonquin and High School
	8 th grade student orientation	Visit high school Tours Meet in break-out sessions (teachers, students, administration and student support)	Evaluate events of day	School Counselors Algonquin Staff

	Finalize Diploma Types	Review transcripts (course credits, exams) Determine diploma eligibility Calculate scores for honors designation	Determine accuracy of listings	School Counselors Guidance Office Staff
	Final Report Cards Mailed	Meet with at-risk students Change course selection for the following school year Provide information re: out-of-district summer school options Call parents re: course/exam failure	Create listing of impacted students	School Counselors Building Administration
	Graduation	Assist with graduation rehearsal at high school Attend/ participate in graduation ceremony	Evaluate logistics	School Counselors Building Staff
	AIS Identification	Work with students and families	Create listing of impacted students	School Counselors DSSS Services
	Continue Summer School Registration and Course Selection Changes	(see June)		
	Send Final Transcripts/Secondary School reports to colleges	Assist students with college process	Feedback from students/parents	School Counselors
	Register New Entrants			
	Work on course selection conflicts			

