



**ORANGE TOWNSHIP PUBLIC SCHOOLS**  
**Lincoln Avenue School**  
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**Ronald Lee**  
**Superintendent of Schools**

**Denise V. White**  
**Principal**

**Patrick Yearwood**  
**Assistant Principal**

Lincoln Avenue Elementary School  
School Counseling Department News  
October 2013

School Counselors:

Ms. Wanda Merchant  
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We encourage all of our students and parents to come see us, give us a call, or e-mail us if you have any questions or concerns. It is imperative that we all work together as a team to help make each student's elementary school experience successful, memorable, and enjoyable.

Primary Functions of a School Counselor:

- Assist students in the areas of academic development, career exploration, and citizenship development, as well as emotional and social development.
- Maintain a proactive and advocating role within the school community.
- Collaborate with faculty, staff, and parents to better understand and meet the needs of all students.
- Provide individual and small group counseling.
- Make appropriate referrals of students and parents to outside agencies and specialists when necessary.
- Be a visible body in the school community by participating in a variety of activities that contribute to school effectiveness.
- Pursue continuous professional development and growth.
- Promote an understanding and appreciation for diverse populations.
- Monitor and advise students and parents as to progress toward promotion and graduation.
- Prepare students for transition to the high school level.

Major Job Responsibilities:

- **COUNSELING**
  - Maintain a proactive role in the lives of all students.
  - Provide individual counseling in response to the unique needs of each student.
  - Conduct small group counseling sessions in response to identified needs within the school system. Topics may include academic skill building, social development, career awareness, conflict resolution, family issues, and goal setting.
  - Address student planning and scheduling concerns.
  - Assist in transition to high school.
  - Interpret tests, student data, and other assessments and appropriately discuss results with students and parents in a counseling environment.
  - Assist students in setting and maintaining academic, behavioral, and attendance goals
- **CONSULTING**
  - Provide information and skills to parents, school staff, and administration to assist them in helping students in academic, career, and social development.
  - Assist parents in addressing school related problems; refer parents to outside agencies and specialists when necessary.

- Inform students and parents of grade reports and test results and their implications for educational planning.
- **SCHOOL SYSTEM**
  - Participate in school decision making and in activities which contribute to the effectiveness of the school
  - Cooperate and collaborate with other professionals in enhancing the education of students. Communicate with administrators, teachers, staff, parents, and students as to the role of the school counselor in the overall educational process.
- **PROFESSIONALISM**
  - Adhere to the ethical standards of the New Jersey School Counselor Association and the American School Counselor Association
  - Adhere to best practices prescribed by the state and national School Counselor Associations.
  - Uphold the policies set forth by the Englewood Board of Education
  - Demonstrate knowledge of local policies and state and federal laws pertaining to School Counseling
  - Demonstrate personal growth and professional development.



At this time we are well into the first quarter. Hopefully, all students have settled into their classes and developed a study pattern to fit their needs.

#### **TIPS FOR A SUCCESSFUL YEAR!**

- Review notes every night that were taken in class that day.
- Review and read each night even if assigned homework was completed in class.
- Your teacher is your first source of help; ask him/her if you are unsure about something.
- Keep track of assignments and grades.
- Set aside time each day for relaxation or play.
- Have a well balanced diet and get plenty of sleep each night.
- Progress reports are available on a daily basis through the school counseling office for students who are struggling to maintain passing grades.

#### **SCHEDULE CHANGES:**

##### **◆ SCHEDULE CHANGES WILL NOT BE MADE BECAUSE STUDENTS:**

- *Do not like their teacher.*
- *Cannot get along with other students in the class.*
- *Wanted to change their lunch period.*

#### **HONOR ROLL CRITERIA:**

- |   |           |
|---|-----------|
| 1. Principal's Academic Honor Roll  | 100 – 97% |
| 2. Academic High Honor Roll   | 96 - 90%  |
| 3. Academic Honor Roll  | 89 – 80%  |
| 4. Rising Star (Grades K-7) (Students making significant progress in a marking period, but not honor roll). |           |

**Students maintaining Principal's Honor Roll for 3 marking periods will be initiated into the Superintendent's List.**

#### **STUDENT RESPONSIBILITY FACTORS / CITIZENSHIP:**

1. Citizenship Honor Laureate. Student has no infractions; student has shown outstanding acts of kindness and/or citizenship coverage.
2. Citizenship Honor Roll – No infractions

#### **ATTENDANCE:**

- Attendance Honor (No absences or tardiness during the marking period).

## **SAVE THE DATE**

<b>October 14-18, 2013</b>	-	<b>Fire Prevention Week</b>
October 16, 2013	-	Fire Department Assembly
October 18, 2013	-	Hispanic Heritage Celebration (6:00 – 8:00 pm)
<b>October 21 – 25, 2013</b>	-	<b>Red Ribbon Week</b>
October 22, 2013	-	“Sock It to Drugs” Crazy Sock Day
October 23, 2013	-	“Team Up Against Drugs” Team Jersey Day
October 24, 2013	-	“Turn Your Back on Drugs” Backwards Day
October 25, 2013	-	“Have the Spirit to Say No to Drugs” wear Orange for school spirit
October 31, 2013	-	Halloween Parade (Grades K-3 at 2:00pm)
<b>November 11 – 22, 2013</b>	-	<b>Thanksgiving Food Drive</b>
November 20, 2013	-	Parent Teacher Conferences
November 21, 2013	-	Parent Teacher Conferences
December 2, 2013	-	World Aids Day Observance - Wear Red to show support
<b>January 21 – 24, 2014</b>	-	<b>Bullying Prevention &amp; Character Education Week</b>
January 21, 2014	-	Ronald McDonald House Assembly
February 2014	-	African American History Month
February 3 – 7, 2014	-	National School Counseling Week
February 24 – 28, 2014	-	Random Acts of Kindness Week
March 4, 2014	-	Ronald McDonald House Assembly – Peer Pressure
<b>April 14-18, 2014</b>	-	<b>College Week</b>
April 16, 2014	-	Parent Teacher Conferences
April 17, 2014	-	Career Day // Parent Teacher Conferences
April 28-May 1, 2014	-	New Jersey ASK Grade 7
May 5-8, 2014	-	New Jersey ASK Grades 5 & 6
May 12-15, 2014	-	New Jersey ASK Grades 3 & 4
May 16, 2014	-	New Jersey ASK Grade 4 ONLY
May 29, 2014	-	Multicultural Day
<b>June 2-6, 2014</b>	-	<b>School Violence Prevention Week</b>