



COMPREHENSIVE SCHOOL COUNSELING PLAN

The Rationale for a Comprehensive School Counseling Program

According to the American School Counselor Association (2017), a comprehensive school counseling program is an integral component of the school's mission. Comprehensive school counseling programs, driven by student data and based on standards in academic, career and personal/social development, promote and enhance the learning process for all students that:

- Ensures equitable access to a rigorous education for all students
- Identifies the knowledge and skills all students will acquire as a result of the K-12 comprehensive school counseling program
- Is delivered to all students in a systematic fashion
- Is based on data-driven decision making
- Is provided by a state-credentialed school counselor

Effective school counseling programs are a collaborative effort between the school counselor, families, community stakeholders and other educators to create an environment resulting in a positive impact on student achievement. Education professionals, including school counselors, value and respond to the diversity and individual differences in our societies and communities in culturally sensitive and responsive ways. Comprehensive school counseling programs ensure equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process.

North Salem District Mission

Engage students to continuously learn, question, define and solve problems through critical and creative thinking.

Counseling Department Mission

The North Salem Counseling Department uses a multi-faceted approach that helps foster the intellectual, social, emotional, and career development of all students. Counselors support the school's mission by engaging student in activities that promote the use of creative and critical thinking skills to make decisions and solve problems to reach their full potential.

Counseling Department Vision

The North Salem Counseling Department gives every student the opportunity to be the best they can be academically, emotionally, and socially. This is achieved by:

- Focusing on the whole child
- Knowing the child in kindergarten and nurturing a relationship through graduation
- Using resources available to us, including, but not limited to, computer programs, individualized counseling, group counseling, classroom presentations, educational opportunities for community members, and guest speakers

We are committed to students' growth at all levels across all facets of their development.

Objectives of K-5 Counseling Services

1. To educate and promote the social and emotional health of all students.
2. To reinforce the importance of consistent attendance.
3. To support all students in achieving their academic potential.
4. To teach all students resiliency skills and coping strategies.
5. To educate students concerning the awareness of potential child abuse.
6. To encourage and foster involvement by parents and guardians.

Objectives of 6-12 Counseling Services

1. To provide an annual review of each student's educational progress and career plans.
2. To educate and promote the social and emotional health of all students.
3. To provide comprehensive counseling services for students to access support related to attendance, academic, career, family, and social/emotional difficulties that impact their education and life.
4. To encourage each student to pursue appropriate programs based on their abilities, aptitudes and interests; and to develop a schedule of course work that supports progress toward NYS diploma requirements.
5. To communicate student progress with parents/guardians and encourage involvement in guidance related services.
6. To provide education at each grade level to help students learn about careers and career planning skills.
7. To provide consultation services to teachers, student support personnel, parents, and administration for understanding and meeting the individual needs of students.
8. To foster relationships with community agencies.
9. To advocate, facilitate, and address the needs of students with disabilities or other special needs (academic, medical and social/emotional).
10. To effectively communicate with the school community.



COUNSELING PLAN FOR GRADES K-5

Objectives of K-5 Counseling Services

1. To educate and support all students through social and emotional learning.
2. To reinforce the importance of consistent attendance.
3. To support all students in achieving their academic potential.
4. To teach all students resiliency skills and coping strategies.
5. To educate students concerning the awareness of child abuse.
6. To encourage involvement by parents and guardians.

GUIDANCE OBJECTIVE 1

Program Objective: To educate and support all students through social and emotional learning

ACTIVITIES:

- a. Individual counseling
- b. Group counseling
- c. Functional Behavior Analysis (FBA)/Behavior Intervention Plans (BIPs)
- d. Conflict management
- e. Support bullying prevention and awareness through classroom activities, intervention, and school-wide initiatives
- f. Diversity education and awareness classroom lessons
- g. Kind Campus activities (What is kindness?, Solving Dilemmas Kindly, Practicing intentional kindness, kind notes, apology notes)
- h. We Thinkers (Thinking thoughts and feelings, flexible thinking, etc.)
- i. Go Strengths (problem solving, resiliency building)
- j. Recognizing, Understanding, Labeling, Expressing, and Regulating Emotion (RULER) program for emotional intelligence
- k. Instructional unit in curriculum (The Great Body Shop)
- l. Elementary to middle school transition activities
- m. Digital Citizenship lessons

EXPECTED OUTCOME(S):

- Students will learn and demonstrate good character
- School faculty will teach and model good character
- Students will have the appropriate support for their social and emotional issues

ANNUAL ASSESSMENT:

- A measurable reduction in discipline referrals for all students will occur as measured by School Wide Information System (SWIS)
- Formalized observation by administrator
- Decrease in students requiring individual and/or small group counseling

GUIDANCE OBJECTIVE 2

Program Objective: To reinforce the importance of consistent attendance

ACTIVITIES:

- a. Case management
- b. Regular attendance monitoring and reporting
- c. Telephone calls/letter sent to parents
- d. Individual counseling
- e. Parent conferences
- f. Home visits
- g. Referrals to community organizations or legal system
- h. Check-in/Check-out
- i. Instructional unit in curriculum (The Great Body Shop)

EXPECTED OUTCOME(S):

- Students will attend school regularly as a result of this process.
- Parents will cooperate with the school to ensure the regular attendance of the students

ANNUAL ASSESSMENT:

- Review of monthly and year-end student attendance records

GUIDANCE OBJECTIVE 3

Program Objective: To support all students in achieving their academic potential

ACTIVITIES:

- a. Parent/Teacher/Clinician conferences
- b. Universal screening of all students per building assessment plan

- c. Referral to and monitored by Response to Intervention (RTI) Team and/or Educational Support Team(EST)
- d. Data team meetings
- e. Individual counseling
- f. Group counseling
- g. Teacher consultation
- h. Academic benchmark assessments three times yearly
- i. Progress Monitoring for targeted interventions
- j. Tier 2 and 3 reading and math services
- k. Instructional unit in curriculum (The Great Body Shop)

EXPECTED OUTCOME(S):

- The classwork and homework of students in the programs will improve
- Growth in progress monitoring data towards academic benchmarks
- The students will demonstrate responsible behavior towards completing assignments

ANNUAL ASSESSMENT:

- Observation notes from classroom teacher
- Improvement noted on the students' report cards
- Review and analyze end of year academic data/intervention form

GUIDANCE OBJECTIVE 4

Program Objective: To teach all students resiliency skills and coping strategies

ACTIVITIES:

- a. Instruction on classroom behavior and pro-social skills
- b. Parent/Teacher conferences in coordination with administration and/or clinician
- c. Assessment by EST
- d. Individual counseling
- e. Group counseling
- f. Support/referral to Committee on Special Education (CSE)
- g. Referral to school psychologist
- h. Referral to community agencies
- i. Access to discipline policies for parents K – 5
- j. Support bullying prevention and awareness through classroom activities, intervention, and school-wide initiatives
- k. Diversity education and awareness classroom lessons
- l. Kind Campus activities (What is kindness?, Solving Dilemmas Kindly, Practicing intentional kindness, kind notes, apology notes)
- m. We Thinkers (Thinking thoughts and feelings, flexible thinking, etc.)
- n. Go Strengths (problem solving, resiliency building)
- o. RULER program for emotional intelligence

p. Instructional unit in curriculum (The Great Body Shop)

EXPECTED OUTCOME(S):

- Student behavior will improve
- Student adjustment to school will improve

ANNUAL ASSESSMENT:

- A measurable reduction in discipline referrals for all students will occur as measured by School Wide Information System(SWIS)
- Decrease in referrals to EST for social/emotional/behavioral concerns
- Track students successfully exiting from counseling services

GUIDANCE OBJECTIVE 5

Program Objective: To educate students concerning the awareness of potential child abuse

ACTIVITIES:

- a. Instructional unit in curriculum (The Great Body Shop)
- b. Individual counseling
- c. Parent conferences
- d. Referral to community agencies

EXPECTED OUTCOME(S):

- Students will develop the ability to recognize potentially dangerous situations
- Students will develop the ability to identify their feelings when their personal safety is threatened
- Students will develop the ability to identify an adult in whom they can safely confide their feelings
- Parents will understand the scope of the counseling program

ANNUAL ASSESSMENT:

- Classroom teacher observation of student response
- Parent feedback
- Clinician feedback

GUIDANCE OBJECTIVE 6

Program Objective: To encourage and foster supportive involvement by parents and guardians

ACTIVITIES:

- a. Current report card conferences
- b. Team meetings
- c. Parent/Teacher/Clinician conferences

- d. Open House
- e. Parent orientation meetings regarding future educational programs
- f. Notices to parents, report cards, informal communication, notice of building level services letter
- g. Parent Teacher Organization (PTO)
- h. Information sessions for parents
- i. Coffee with administration
- j. Participation in CSE/504 meetings
- k. Take your parent to school day

EXPECTED OUTCOME(S):

- Encouragement of parental awareness, involvement and support of the development of the goals designed for their child
- Encouragement of mutual communication between parent and school personnel
- Parents will develop a clear understanding of school services and programs for children

ANNUAL ASSESSMENT:

- Parental feedback
- Teacher/Principal/Clinician observation
- Report card comments

GUIDANCE OBJECTIVE 7:

To inform students about colleges and careers

ACTIVITIES:

- a. Career Costume Day
- b. Croton Falls Fire Department Annual visit
- c. Mystery Reader Program
- d. Author Visits
- e. Song Project for 5th grade
- f. Career plans
- g. Exploration of new careers in technology

EXPECTED OUTCOME(S):

- Students will have increased awareness of various careers
- Students will identify strengths and personal interests in school

ANNUAL ASSESSMENT:

- NYS Career Plan



COUNSELING PLAN FOR GRADES 6-12

OBJECTIVES OF 6-12 COUNSELING SERVICES

1. To provide an annual review of each student's educational progress and career plans.
2. To educate and promote the social and emotional health of all students.
3. To provide comprehensive counseling services for all students to access support related to attendance, academic, career, family, and social/emotional difficulties that impact their education and life.
4. To encourage each student to pursue appropriate programs based on their abilities, aptitudes and interests; and to develop a schedule of course work that supports progress toward NYS diploma requirements.
5. To communicate student progress with parents/guardians and encourage involvement in guidance related services.
6. To provide instruction at each grade level to help students learn about careers and career planning skills.
7. To provide consultation services to teachers, student support personnel, parents, and administration for understanding and meeting the individual needs of students.
8. To foster relationships with community agencies.
9. To address the needs of students with disabilities or other special needs.
10. To effectively communicate with the school community.

GUIDANCE OBJECTIVE 1

Program Objective: To provide an annual review of each student's educational progress and career plans.

ACTIVITIES:

- a. Student/Counselor Conferences

EXPECTED OUTCOME(S):

- Students will learn to assess and understand their academic skills and achievements.
- Students will develop the skills needed to evaluate their academic ability and achievement levels as it relates to future educational and career plans.

ANNUAL ASSESSMENT:

- Naviance SMART Goals
- Report Cards/Progress Reports
- NYS Education Department Career Plan

GUIDANCE OBJECTIVE 2

Program Objective: To educate and promote the social and emotional health of all students.

ACTIVITIES:

Provide individual counseling, group counseling, and classroom lessons to improve each student's mental health literacy, increase interpersonal and intrapersonal awareness, and increase critical and creative problem solving skills. Areas to be addressed include:

- a. Bullying awareness
- b. Empathy building
- c. Resiliency
- d. Self-advocacy
- e. Internet safety
- f. Suicide prevention
- g. Healthy relationships
- h. Alcohol/Drug awareness

EXPECTED OUTCOME(S):

- Students will demonstrate interpersonal communication and problem solving skills as appropriate.
- Students will demonstrate appropriate coping strategies in above areas.
- Students will understand what constitutes bullying and the process for reporting bullying related incidents.
- Students will show consistent attendance to counseling groups and individual conferences.

ANNUAL ASSESSMENT:

- Counselors, Administrators, and School Psychologist will assess and address all Anonymous Alerts.
- Attend team meetings, Child Study Team meetings, and parent teacher conferences to obtain input with regard to social/emotional functioning.
- Interpersonal communication, problem solving, and coping strategies will be collaboratively monitored by teachers, students, parents, administrators, and the counseling department members.
- Pre/Post classroom lesson surveys when appropriate.

GUIDANCE OBJECTIVE 3

Program Objective: To provide comprehensive counseling services for students to access support related to attendance, academic, career, family, and social/emotional difficulties that impact their education and life.

ACTIVITIES:

- a. Case management
- b. Regular attendance reporting
- c. Communication with parents
- d. Home visits, when needed, to address school avoidance
- e. Referral to Child Study Team meeting
- f. Parent/Teacher conferences in coordination with principal, guidance counselor, and/or school psychologist
- g. Individual counseling
- h. Group counseling
- i. Referral to school psychologist
- j. Referrals to community organizations
- k. Support any referral to school administrator for disciplinary purposes
- l. Support/referral to Committee on Special Education (CSE) or 504 Committee
- m. Referrals to legal system

EXPECTED OUTCOME(S):

- Students will attend school regularly
- Graduation/promotion rates will remain stable or increase
- Parents will cooperate with the school to ensure the regular attendance of the students
- Academic and homework productivity of students will improve
- Student behavior will improve
- Student adjustment to school will improve

ANNUAL ASSESSMENT:

- Review student attendance records
- Academic improvement noted on the student(s) report card
- IEP goals
- 504 goals
- SMART goal achievement
- Entrance and discharge from counseling services

GUIDANCE OBJECTIVE 4

Program Objective: To encourage each student to pursue appropriate programs based on their abilities, aptitudes and interests; and to develop a schedule of course work that supports progress toward NYS Diploma requirements.

ACTIVITIES:

- a. Monitor report cards and progress reports
- b. Initiate student/parent/teacher conferences
- c. Make adjustments to programs and schedules when necessary
- d. Gather data on students' abilities, aptitudes and interests through state/standardized testing and cumulative records
- e. Obtain and utilize information from teachers' observations and recommendations
- f. Make available course guide containing general information and descriptions of courses
- g. Provide information regarding Career and Tech Center through PNW BOCES
- h. Conduct individual and/or small group counseling sessions on program and course selections.
- i. Maintain school records and verification of graduation credits and requirements
- j. Work with graduating seniors on post-high school planning (includes application assistance, resume preparation, financial aid, scholarship information and letters of recommendation)
- k. Review of records to ensure proper placement of new students
- l. Coordinate with academic teams for appropriate placement in extra-help sessions

EXPECTED OUTCOME(S):

- Students will maintain achievement levels appropriate to their ability in all academic areas
- Students are placed in appropriate regular/remedial/accelerated programs
- Increased student awareness of availability of course offerings and selections at all grade levels

ANNUAL ASSESSMENT:

- Review of report cards and transcripts
- Review state assessments for appropriate academic placement
- Review course recommendations and requests to ensure appropriate student placement for upcoming year

GUIDANCE OBJECTIVE 5

Program Objective: To communicate student progress with parents/guardians and encourage involvement in guidance related services.

ACTIVITIES:

- a. Conduct fifth and eighth grade parent/guardian orientation programs

- b. Participate in summer orientation program for incoming sixth/ninth graders
- c. Participate in Open House and Parent Teacher Conference evenings
- d. Sponsor college financial aid/scholarship information program
- e. Conduct college informational evening programs
- f. Conduct college testing informational programming to inform parents about opportunities
- g. Encourage parents to become involved in course and program selection
- h. Individual meetings for eighth grade students and families/guardians, to discuss high school programming
- i. Junior Interviews for students and families/guardian, to discuss individual post high school plans
- j. Communicate and collaborate with parents of students in academic jeopardy
- k. Maintain guidance website information

EXPECTED OUTCOME(S):

- Increase parent knowledge and understanding of school based services and programs for children
- Students and parents are prepared to transition into middle/high school, college, trade school or the world of work
- Ongoing communication, as needed, with parents and teachers to ensure highest level of student performance
- Current and relevant information will be available on the school web page for parents/guardians and students

ANNUAL ASSESSMENT:

- Communication between parent/teacher/counselor regarding progress reports and report cards, as needed
- Monitor attendance at summer orientation programs (sixth grade, ninth grade, new students)
- Monitor the response of parents coming in for eighth grade scheduling meetings
- Survey new students on their transition to the middle school/high school
- Monitor attendance at parent evening programs
- Monitor the response of parents coming in for junior interviews
- Parental feedback on satisfaction of parent/teacher/guidance communication via phone, written etc.

GUIDANCE OBJECTIVE 6

Program Objective: To provide education at each grade level to help students learn about careers and career planning skills.

ACTIVITIES:

- a. Conduct individual/group guidance sessions concerning career planning at every grade level
- b. Utilize career related resources including Naviance
- c. Collaborate with Opportunities for Professional Training in and out of North Salem (OPTIONS) faculty in the teaching of skills concerned with job applications, resumes, interviews, etc.
- d. Provide students opportunities for career exploration and meaningful internships through the OPTIONS course
- e. Provide middle school students opportunities, annually, for career exploration in conjunction with Family and Consumer Science teacher, grades 6-8
- f. Provide ninth grade students opportunities for career exploration in conjunction with Freshman Seminar teachers
- g. 10th grade students will complete the Career Cluster Finder and the Interest Profiler on Naviance student
- h. Putnam Northern Westchester (PNW) BOCES presentation for 10th grade students
- i. Annual field trip opportunity to PNW BOCES to explore programs
- j. Each student will maintain a career portfolio through Naviance
- k. Provide juniors opportunities for career exploration in conjunction with COMPASS teacher and through junior interview meetings

EXPECTED OUTCOME(S):

- Students have an increased knowledge base of career options and information
- Students are able to match careers to their abilities/interests
- Through OPTIONS night all seniors will present their internship experiences to the school community
- All juniors will attend OPTIONS night and provide feedback

ANNUAL ASSESSMENT:

- Career assessment surveys through Family and Consumer Science, Freshman Seminar, Health, and COMPASS classes to promote discussions on career and college readiness and high school planning
- Counselors ensure accurate placement in career and technical programs
- Annual individual review of career interests

GUIDANCE OBJECTIVE 7

Program Objective: To provide consultation services to teachers, student support personnel, parents, and administration for understanding and meeting the individual needs of students.

ACTIVITIES:

- a. Maintain a student folder for each student containing data relevant to academic performance including academic and testing records

- b. Ongoing consultation with parents/teachers/student support personnel, and administration as needed
- c. Collaborate with faculty and administration for revisions in course offerings
- d. Attend team meetings
- e. Attend Child Study Team meetings
- f. Attend CSE and 504 meetings

EXPECTED OUTCOME(S):

- All faculty will have comprehensive knowledge of student achievement and behavior
- Early intervention with students at risk academically, socially, and emotionally
- Increase in academic productivity and performance
- Monitor students who attend Alternative Educational programs and the reason for the referral

ANNUAL ASSESSMENT:

- Annual Student Outcomes Report for graduating seniors
- Monitor referrals to Alternative High School and Test Assessing Secondary Completion (TASC) programs
- Monitor student retention rates

GUIDANCE OBJECTIVE 8

Program Objective: To foster relationships with community agencies.

ACTIVITIES:

- a. Refer students and parents to appropriate public and private agencies based on student need
- b. Maintain contact with agencies through mutual visits and/or by telephone
- c. Maintain list of hotline and emergency numbers and self-help groups
- d. Coordinate with school psychologist on agency listings and appropriate referrals for students and families
- e. Annual Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) presentation for parents
- f. Host College/Armed Services representatives to meet with students
- g. Attend BOCES annual counselor information event
- h. Annual Health and Wellness Fair
- i. Assemblies and classroom presentations provided by community agencies

EXPECTED OUTCOME(S):

- Increased ability to quickly provide help in time of crisis to students and families

- Increase mental health and wellness literacy
- Expanded knowledge of post-secondary opportunities

ANNUAL ASSESSMENT:

- Annual Student Outcomes Report for graduating seniors
- Post activity student surveys
- Updated referral list

GUIDANCE OBJECTIVE 9

Program Objective: To advocate, facilitate and address the needs of students with disabilities and other special needs (academic, medical, social/emotional)

ACTIVITIES:

- a. Work with school psychologist to inform teachers and other staff members about students' problems and needs
- b. Participate in district's Committee on Special Education (CSE) in implementation of Individual Education Plan (IEP) and transition plans
- c. Participate in district's 504 Committee to implement 504 plans
- d. Refer students to CSE or 504 Committee when appropriate
- e. Maintain appropriate contact with parents of students with special needs
- f. Parent/Team Conferences
- g. Individual and group counseling based on student need
- h. Monitor and assess effectiveness of 504 accommodations through student progress and parent/teacher feedback
- i. Provide school-based SAT and ACT tests for students with special accommodations

EXPECTED OUTCOME(S):

- Students will receive appropriate accommodations in academic and related service areas

ANNUAL ASSESSMENT:

- Attend CSE and 504 meetings
- Observation and feedback provided by teachers, counselors, school psychologist and administration
- Consultation with special education staff and teachers on program availability and needs for students
- Monitor report cards and student achievement

GUIDANCE OBJECTIVE 10

Program Objective: To effectively communicate with the school community.

ACTIVITIES:

- a. Disseminate counseling related information on school website through Tuesday Newsday and the Clinical Corner section
- b. Email, post online, or mail home guidance related information
- c. Post middle and high school documents, course guides and college planning resources for student and parent use on the school website
- d. Maintain guidance website
- e. Maintain guidance bulletin boards with pertinent information
- f. Correspond with parents/guardians by telephone, mail and email
- g. Attend monthly PTO meetings to provide updates on grade level events

EXPECTED OUTCOME(S):

- Increase in school community relations and understanding regarding middle school and high school guidance program
- Counseling information, programming and opportunities are easily accessible to the community through district website and bulletin boards

ANNUAL ASSESSMENT:

- Community feedback to counseling staff
- Observation and feedback from administration



TENTATIVE CALENDER OF EVENTS FOR GRADES 6-8

YEARLONG ACTIVITIES

- Group counseling grades 6-8
- Attend CSE/504 meetings
- Individual and crisis counseling
- Meet with academic teams of teachers
- Bi-Monthly Child Study Team meetings
- Communication by phone, email, mail with parents/guardians
- Membership on various school committees
- Update website
- Arrange parent/teacher/counselor conferences
- New student scheduling and orientation
- Creation, maintenance, and implementation of annual master schedule and special education schedule
- Involvement in various community service activities
- Contact with local agencies and community resources
- Annual individual progress reviews in Family and Consumer Sciences (FACS) classes grade 6 and 7
- Attend parent/team meetings
- Review student progress reports and report cards every five weeks:
 1. Academic counseling
 2. Intervention strategies:
 - a. Meet with academic teams
 - b. Counselor and student meeting
 - c. Develop student plan to improve grades
 - d. Counselor, student and parent discussion/meeting
 - e. Counselor, parent, and teacher conference
 - f. Referral to CST, 504, and CSE
 - g. Facilitate after school help schedules

SEPTEMBER

- Refine schedules
- Review state testing results with classroom/Academic Intervention Services (AIS) teachers
- Consult with classroom teachers to ensure appropriate academic placement in enrichment/AIS classes

- Set up counseling groups
- Assist staff with 504 interpretation
- Schedule and meet with students for individual counseling
- Meet with academic teams regarding current students and new entrants
- New student scheduling
- Start newcomers group and assign a “peer buddy” to each new student
- Balance class sizes
- Middle School Open House
- Grade 6 Counselor Introduction
- Grade Level Assemblies
- Welcome to 7th and 8th Grade Class Presentation
- 7th Grade Team Building field trip

OCTOBER

- Review progress reports and conduct follow-up meeting with students of concern
- Coordinate extra-help sessions with academic teams for students of concern:
- Meet with academic teams
- Arrange extra-help schedule with students and parents
- Set SMART goals with students
- Individual Progress Review with seventh grade students in Family and Consumer Science (FACS) class
- Sixth Grade Team Building field trip to Clearpool
- Stress Management lesson grade 8
- Introduction to Naviance grade 6
- Empathy lesson grade 6 and 7

NOVEMBER

- Review report cards, set up educational plan for students of concern
- Attend Parent Teacher Conference Night
- Review attendance letters for students with five or more absences
- Emergency/Safety procedures with SRO grade 6
- Grade 6 field trip to Pines Bridge School to increase empathy and disability awareness
- Complete Career Cluster Finder with eighth grade students in Home and Careers
- Food Truck Project with FACS teacher
- Empathy lesson/visual learning grade 8
- Northwell Hospital speaker on Stress Management

DECEMBER

- Power of Words and Body Language lesson grade 8
- Review progress of students in extra-help initiatives
- Gratitude Project grades 6-8
- Comfort Dog visit

- CSE Reevaluation Meetings
- Team Building 6-8 Assembly

JANUARY

- Meet with students of concern
- Review new semester schedule
- Review IEP & 504 plans for testing accommodations
- New student scheduling and orientation
- Attend Parent/Team conferences
- Conduct Level I interviews with seventh grade CSE students and parents
- Emotional Vocabulary Terms with sixth grade classes

FEBRUARY

- Send out letters for students at risk for summer school/retention
- Set up parent team meetings for students who have failed 2 quarters
- Who Am I Project grade 6
- 8th grade suicide prevention curriculum in English classes
- Scheduling Discussions
- Suicide Prevention Unit Grade 8
- Coordinate student elective selections

MARCH

- Review progress reports and meet with students:
 1. Contact parents/guardians
 2. Develop educational plan for rest of year
 3. Review student placements in extra-help programs
- New student scheduling and orientation
- Eighth grade elective rotation
- Begin to meet individually with eighth grade students and parents to review four year plans, and/or student course selections for high school
- Hope's Door Presentation of Safe Relationships for sixth grade
- Preparing for eighth grade class presentations
- Suicide Prevention Unit Grade 7

APRIL

- Send out letters for students who are at risk of attending summer program/retention.
- Preparing for High School eighth grade evening event
- Individual progress meetings with eighth grade students for high school/career planning
- Eighth grade individual parent/student planning meetings to discuss transition to high school
- Fantasy Future Activity - grade 8
- Vaping presentation grade 8

MAY

- Organize lists of potential summer school students
- Coordinate parent conferences for students at risk of retention
- Schedule fifth grade visit with fifth and sixth grade teachers and administration
- Select and train 6th grade student guides for fifth grade visit
- Fifth Grade classes visit for orientation with sixth grade helpers
- Review SMART goals in Naviance sixth and seventh grade
- Mental Health and Wellness Fair
- Meet with PQ teachers to discuss incoming fifth grade students

JUNE

- Coordinate student orientation for grade 5 to 6 who are anxious about Middle School
- New student scheduling and orientation for next school year
- Contact parents if their child needs to attend summer school
- Moving Up Ceremony
- Eighth grade Team Building Field trip

SUMMER ACTIVITIES (JULY-AUGUST)

- Organize and conduct new student orientation
- Analyze state test results
- Schedule students for Academic Intervention Services
- Review and schedule special education placement
- Master schedule and Special Education schedule completion
- Run student schedules
- Contact and set up student buddies for new students to the district
- Parent meetings



TENTATIVE CALENDER OF EVENTS FOR GRADES 9-12

YEARLONG ACTIVITIES

- Child Study Team (CST) Meetings
- Attend CSE and 504 meetings
- College visitations
- HS Guidance website updates
- Group counseling grades 9-12
- Individual and crisis intervention counseling
- Risk Assessments as needed
- Referrals to CPS, PINS and other community agencies
- New student registration and orientation
- Write student recommendations for college, scholarships, and volunteer opportunities
- Arrange parent/student/teacher/counselor conferences
- Ongoing communication with faculty, staff and other school constituencies
- Communication via mail, phone and email to parents/guardians and students
- Membership on various school committees
- Membership on national, state and local counseling associations
- Continued review of transcripts for scholarships and other leadership opportunities
- Maintain contact with local agencies and community resources
- Creation and maintenance of student transcripts for out of district placements
- Coordination of parent-teacher conferences
- Monitor student attendance (both our school and out of district placements)
- Review student progress reports and report cards every five weeks:
 1. Academic counseling
 2. Intervention strategies:
 - a. Meet with academic teams
 - b. Counselor and student meeting
 - c. Develop student plan to improve grades
 - d. Counselor, student and parent discussion/meeting
 - e. Counselor, parent, and teacher conference
 - f. Referral to CST, 504, and CSE
 - g. Placement into Academic Intervention Services (AIS)
 - h. Facilitate after school help schedules

SEPTEMBER

- Program and schedule adjustments
- New student orientation and placement
- College representative visitations
- Attend grade level assemblies
- Preparation of letters of recommendation for college bound students
- NCAA updates and verification
- Meetings with new students
- College Application Process Parent Workshop
- Standardized Test Parent Workshop
- Welcome to Grades 9 and 10 Parent Workshop
- Financial Aid Parent Workshop
- OPTIONS class college application process
- Individual meeting with seniors and parents for post-high school planning
- PSAT classroom presentations grades 10 and 11
- Grade 9 club and activities overview presentation
- High School Open House
- New Student Group Counseling
- Set up high school Social/Pragmatic Language Groups
- Individual meetings with seniors to review college applications, scholarships, financial aid, letters of recommendation
- Schedule changes
- Complete North Salem School Profile
- SAT/ACT School-based testing

OCTOBER

- 10th and 11th graders take PSAT exam
- College representative visitations
- Preparation of letters of recommendation for college bound students
- Individual meetings with seniors to review college applications, scholarships, financial aid, letters of recommendation
- 504 Teacher/Student check-ins
- Schedule changes
- COMPASS classes to discuss standardized testing, post-high school planning process
- Ninth grade team building activities/field trip
- College Fairs Danbury Mall, Yorktown HS, County Center
- BOCES College Fair
- Order Regents Exams for January re-takes
- SAT/ACT School-based testing
- Individual Progress Reviews and scheduling meetings grade 12
- Send out AP payment letters to parents

NOVEMBER

- CSE Counseling Social/Emotional Goal Progress Reports
- Academic warning letters sent to parents of seniors whose graduation is in jeopardy
- Preparation of letters of recommendation for college bound students
- Individual meetings with seniors to review college applications, scholarships, financial aid, letters of recommendation
- Stress Management/Wellness class presentations
- Empathy Lesson grade 9
- COMPASS CBT lesson
- Parent Teacher Conferences
- CSE Ten Week Requested Reviews
- SAT/ACT School-based testing
- Individual Progress Reviews and scheduling meetings grade 12
- Order AP exams

DECEMBER

- Master schedule preparation begins:
 1. Update course guide
 2. Update course selection sheets
- Small group presentations on interpreting PSAT results (sophomores/juniors).
- Meetings with parents as requested
- Letter home to parents regarding January Regents exams
- Individual meetings with seniors to review college applications, scholarships, financial aid, letters of recommendation
- BOCES presentation to all 10th grade students
- COMPASS Junior Autobiographical Summaries introduced
- Therapy Dog Visit
- School-Wide Gratitude Project
- CSE Reevaluation Meetings
- SAT/ACT School-based testing

JANUARY

- Second semester program adjustments
- Preparation of letters of recommendation for college bound students
- CSE Counseling Social/Emotional Goal Progress Reports
- Suicide Prevention Units grades 9 and 10
- Career Counseling Unit Grade 10. Interest Inventories, Career Cluster Finder Assessment
- Planning and preparation for Mental Health and Wellness Fair
- BOCES Tech Center Trip for 10th grade students
- Individual Parent/Student Junior Interviews for Post High School Planning
- College Panel Night for students and parents
- Contact local scholarship representatives to confirm process for the year

FEBRUARY

- Academic warning letters sent to parents of seniors whose graduation is in jeopardy
- Individual scheduling meetings with students and parents continued
- Senior mid-year reports sent to colleges
- SAT/ACT School-based testing
- Planning and preparation for Mental Health and Wellness Fair
- Individual Parent/Student Junior Interviews for Post High School Planning
- Pre-ACT presentations grade 10
- Individual Progress Reviews and scheduling meetings grades 9-11

MARCH

- Individual scheduling meetings with students and invited parents (continued)
- SAT/ACT School-based testing
- Planning and preparation for Mental Health and Wellness Fair
- Individual Parent/Student Junior Interviews for Post High School Planning
- Pre-ACT given to all interested 10th Graders
- CSE Annual Review Meetings
- Youth Mental Health and First Aid Training
- Individual Progress Reviews and scheduling meetings grades 9-11
- North Salem Career Fair Grade 10
- OPTIONS Transition to College Senior Rotations
- SAT Bootcamp
- Hope's Door Presentation of Safe Relationships for 9th grade

APRIL

- Master schedule preparation
- Academic warning letters sent to parents of seniors whose graduation is in jeopardy
- Coordinate SUNY WCC Admissions session
- CSE Counseling Social/Emotional Goal Progress Reports
- SAT/ACT School-based testing
- Planning and preparation for Mental Health and Wellness Fair
- Individual Parent/Student Junior Interviews for Post High School Planning
- Individual Scheduling meetings grades 9-11
- CSE Annual Review Meetings
- Evening program: Preparing for Grade 9 Parent Presentation
- Individual Progress Reviews and scheduling meetings grades 9-11
- Course Requests posted on Parent Portal
- PNW BOCES College and Career Fair for grades 10 and 11
- ACT Bootcamp

MAY

- Letters mailed home regarding June Regents
- Intensive academic counseling for potential senior failures
 1. Continuous teacher updates
 2. Continuous student contact via email and phone
 3. Continuous parent contact via email and phone
- Coordination and Participation in scholarship meeting
- SAT/ACT School-based testing
- Mental Health and Wellness Fair - School-Wide
- Individual Parent/Student Junior Interviews for Post High School Planning
- COMPASS classes to begin the Common Application
- Coordinate and administer AP exams
- Update College Admissions decisions in Naviance

JUNE

- Program adjustments for fall
- Certification of diploma status
- Finalize diploma lists
- Update, revise and mail failure letters and summer school information
- Summer school registration
- Verification of June graduates' diploma requirements
- Scholarship recipient lists to principal
- Notification to junior class of State Education scholarship eligibilities
- Participation in commencement activities
- Master Schedule (continued)
- CSE Counseling Social/Emotional Goal Progress Reports
- SAT/ACT School-based testing
- OPTIONS Night

SUMMER

- Schedules are made available to view online (grades 9-12)
- Verification of final grades, course requirements, Regents, etc.
- Parent and student contacts for schedule adjustments
- Final transcript preparation for colleges and NCAA
- Final Transcripts sent to all attending colleges
- New Student Registrations and Scheduling
- Meetings with incoming students and parents to review scheduling, Four Year Plan and college career planning
- Transcript review for all 10-12th grade students
- Preparation for school opening in fall
- Summer school grade and schedule adjustments
- Finalize senior transcripts
- Grade/course level changes
- Course conflict resolution

- SAT/ACT School-based testing
- Update NCAA core course list