

# Guidance Counselor Guide

## High School

Compiled by: Guidance Department of August Martin High School

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## August – January (Fall Term)

### August

- ❖ Check programs for holes/short programs for non-seniors not allowed.
- ❖ Make program changes based upon Summer School grades.
- ❖ Make program changes for incoming junior high school students based on accelerated credits earned.
- ❖ Process Over-The-Counter admissions:
  - interview students/families
  - evaluate transcripts
  - program students
  - check with Instructional Support Service, i.e. former/current Sp. Ed. student
- ❖ Give all OTC information to A.P.P.P.S.
  - Assistant Principal will review all incoming OTC information.
- ❖ Certify August graduates for diplomas. Review transcripts of all pending graduates. \*Give copy of transcript and graduation requirement sheets to all seniors. Have them sign and date.
- ❖ Check line skeds for holes and other errors.
- ❖ Attend weekly Guidance meeting.
- ❖ Run No Show report from ATS.

### September

- ❖ Continue registration of OTC students (all guidance counselors must assist). Check OTCS screen an ATS for students
- ❖ Recheck programs against transcripts. Make necessary changes where needed (try to minimize program changes).
- ❖ Register students for alternative programs – YABC, City-As-Schools, Manhattan Night and Day Comprehensive High School, Bronx Academy High School, Satellite Academy High School, PULSE, etc.

- ❖ Send letters or call parents of truant students.
- ❖ Assign correct official classes to all students to all students on caseload.
- ❖ Complete Guidance Review Card.
- ❖ Inform students who failed RCT's/Regents about any tutoring programs available.
- ❖ Individual counseling where needed.
- ❖ Attend weekly Guidance meeting.
- ❖ Meet with Senior parents. Review transcripts, give copy of transcript and graduation worksheet.
- ❖ Identify and complete any pending Planning Interviews from June.

### October

- ❖ Develop list of potential January graduates.
- ❖ Provide group guidance for all 9<sup>th</sup> and 10<sup>th</sup> grade students: Push into English classes if possible to do class presentations.
  1. high school graduation requirements
  2. study skills
  3. test taking skills
  4. problem solving/decision making skills
  5. personal, health and other concerns
  6. college
  7. transition from high school to world of work

### 11<sup>th</sup> Graders

- ❖ Review transcripts with juniors and give copy of transcript and graduation requirements sheet. Sign worksheet.
- ❖ Meet with “At-Risk” students following distribution of first report card.
- ❖ Mail letters to all Senior parents regarding requirements and expected date of graduation.

- ❖ Mail letters to Senior parents regarding failures/requirements after first report card.
- ❖ Attend weekly Guidance meeting.
- ❖ Meet with Senior parents. Review transcripts.
- ❖ Individual counseling where necessary.
- ❖ Develop list of Declared and Conditional seniors.
- ❖ Send letters/call parents of truant students.
- ❖ Prepare for Open School Night and Day.

Reminder: Complete Guidance Review Cards.

#### November

- ❖ Individual counseling where needed.
- ❖ Continue meetings with seniors, juniors, sophomores and freshman regarding graduation requirements. Give all students a copy of transcripts as well as graduation plan.
- ❖ Identify “At’Risk” students for alternative placement for Spring semester– over 17 years, less than 10 credits.
- ❖ Meet with students regarding Spring courses.
- ❖ Parental meetings (by appointment).
- ❖ Make a list of all students and the Regents exams needed.

Reminder: Complete Guidance Review Cards.

Truants: Call home/send letters.

#### December

- ❖ Review current file for Spring term.
- ❖ Program students for Spring term (ongoing).

\*Provide individual/group counseling for:

- second report card
- multiple subject failures
- excessive absences, lateness and cutting

\*Meet with parents of above students and mail out letters.

- ❖ Send letters or call parent of truant students.
- ❖ Meet with A.P. Supervision regarding course offerings in Spring term.
- ❖ Continue to distribute transcripts/graduation sheets.
- ❖ Meet with students and their parents regarding alternative placement for Spring term.
- ❖ Schedule for January Regents should be prepared by Testing Coordinator in December.

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

Reminder: Identify and complete Planning Interviews

### January

- ❖ Continue to meet with students regarding educational plan and other issues.
- ❖ Review programs, make changes where necessary for Spring term.
- ❖ Assist students who may have questions regarding RCT's/Regents needed for Regents week.
- ❖ Review report cards.
  - multiple failures (3 or more classes)
  - poor attendance
  - missing grades

Send letters to parents whose children have multiple failures (**especially seniors**).

- ❖ Promotion-In-Doubt letters sent home for all students.
- ❖ Conduct interviews for students leaving to an alternative educational setting.
- ❖ Prepare packet for inter-high school transfer requests.

- ❖ Review senior transcripts for graduation.
- ❖ Certify eligible seniors for January graduation.
- ❖ Review Regents results. Make necessary documentation in student's file.
- ❖ Identify students for Alternative Placement.

Reminder: Complete Guidance Review Cards.

Reminder: Identify and complete Planning Interviews.

## February – June (Spring Term)

### February

- ❖ OTC registration. Monitor OTCS screen on ATS.
- ❖ Review and make necessary program changes for all students.
- ❖ Registration for Alternative Programs to be completed.
- ❖ Make necessary changes to transcripts where needed. Do transcript updates for all students – Ex.: Back credits for passed Regents exams.
- ❖ Meet with “At-Risk” students. See families of these students when necessary.
- ❖ Mail RCT/Regents failure letters to families. Follow up with phone calls to parents of seniors.

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

### March

- ❖ Continue to meet with students who have difficulties in school.
- ❖ Review first marking period report cards.
  - Multiple failures
  - Excessive absences

- ❖ Send letters to parents of seniors who are in danger of not graduating.  
Arrange meetings with seniors and parents who are “at-risk” (graduation in doubt)
- ❖ Continue to provide group of individual counseling to students.
- ❖ Prepare for OPEN SCHOOL DAY AND NIGHT.  
\*Check with A.P.P.S before giving handouts to parents (early March).

Truants: Call home/send letters.

Reminder: Complete Guidance Review Cards.

### April

- ❖ Meet with Department Chairpersons regarding course offerings for the Fall.
- ❖ Meet with students regarding their Fall programs (this will eliminate so many program changes).
- ❖ \*Carefully review all transcripts prior to programming for the Fall term.
- ❖ Distribute transcripts to all students (especially seniors and juniors) – priority – ongoing from February 1<sup>st</sup>.
- ❖ Continue to provide assistance to “At-Risk” students.
- ❖ Assist A.P.P.S in organizing programs for incoming freshmen.
- ❖ Request replicas from Junior High Schools.

Truants: Call home/send letters.

### May

- ❖ Review second marking period report card against course requests for the Fall.  
Make adjustments where necessary.
- ❖ Generate lists of all students who should seek alternative placement  
“Over 17, less than 10 credits”; “over 18, less than 20 credits”.

Notify parents in writing and telephone concerning seniors who are in jeopardy of not graduating. Arrange a meeting with these parents and students.

- ❖ Review the transcript of each senior in preparation of diploma certification.  
{ Regents Diploma students }  
{ Local Diploma students }
- ❖ Send Promotion-In-Doubt letters to ALL parents (students may need to attend Summer School).  
\*Summer School letters sent out.
- ❖ Meet with students in need of guidance and support.
- ❖ Assist A.P.P.P.S. in organizing a program for “Over 17” students (Alternative Placement Workshops).  
  
Assist A.P.P.P.S. in organizing programs for incoming freshmen.
- ❖ Complete all Guidance Review Cards for entire caseload. Responsible for meeting with students at least twice a term.
- ❖ Documents all meetings with parents and students (telephone calls as well).  
Truants: Call home/send letters.
- ❖ Meet with students after second marking period grades are in.

### June

- ❖ Certify seniors for diplomas.  
\*Complete certification forms for College Advisor. Keep a copy in your files.
- ❖ Notify by phone those seniors who failed courses and will not graduate.  
{ Call parents ASAP - send certified letter, if funding permits. }
- ❖ Verify all Summer School information for seniors (August graduates).
- ❖ Check Summer School registration for accuracy (all students). Make changes where necessary.
- ❖ Participate in Graduation Ceremony.  
  
Truants: Call home/send letters.



