

REVISION OF SCHOOL COUNSELOR HANDBOOKS

RATIONALE FOR THE COMMITTEE WORK:

- The School Counselor Handbook provides the parameters, guidelines and detailed information pertaining to school counselor:
 - Roles
 - Responsibilities
 - Resources
 - Services
 - Tools
 - Events
 - Processes
- Invaluable for New School Counselors
- The previous edition was begun in 2015 and completed in 2016

RATIONALE FOR THE COMMITTEE WORK:

- Much has changed :
 - Graduation requirements
 - Alternate Route Diploma Pathways
 - NCAA and NJSIAA guidelines
 - Guidance programming
 - Risk / Threat Assessments
 - Crisis Intervention
 - Grade calculations
 - Naviance
 - FAFSA
 - Testing.....
- Or been added :
 - Google Classrooms for each grade level
 - The Guidance Department Newsletter
 - Social Media upkeep
 - The Steps program
 - Handle with Care
 - Going Merry
 - Edocs, edocs, edocs

THE HANDBOOK REVISION :

- g. Student Withdrawals
- e. Transfer Out of Student for Homeschooling
- f. Dropout Prevention
- g. Adult school & GED information
- h. Change of School Counselor
- i. Home instruction
- j. Maintenance / Release of GPA & Rank
- k. Inspection of School Records
- l. Maintenance of Student Cumulative Folder

4. SCHEDULING

- a. Placements
- b. Procedure for Course Request submission & review
 - i. Open Enrollment
 - ii. Course Request Review Meetings
 - 1. Process
 - 2. Goals
 - 3. Documentation
 - 4. Notes
- c. Senior Initiative

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updated Nov 2016 **Working draft for 2024**

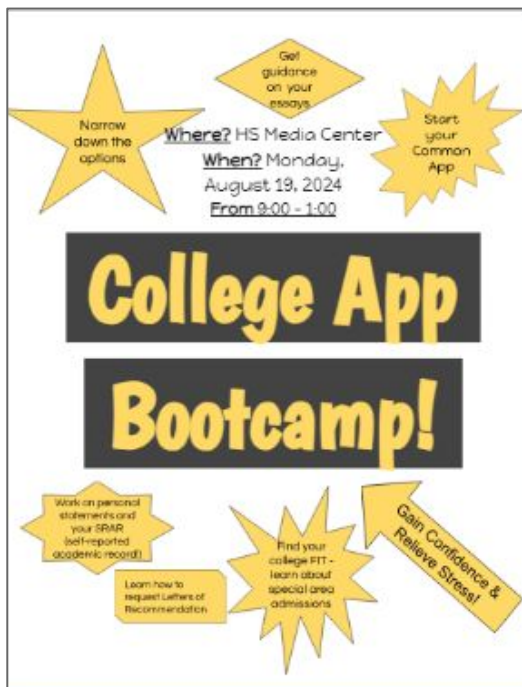
- d. Procedure for Schedule Change
 - e. Procedure for Early Dismissal, Late Arrival
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- The collaborative process enabled
 - A complete review of the Guidance/School Counselor roles and services
 - Reflection on counselor practice
 - The identification of gaps or lost processes
 - The update of a 50 page booklet for the High School and a 20 page booklet for Macopin

COLLEGE APP BOOTCAMP

GOALS OF COLLEGE APP BOOTCAMP :

To de-stress the process of applying to college by providing our seniors with information, assistance, advice and time to work collaboratively on many of the elements... before Sept. 1.



- The Common App ~
 - most sections completed
 - LinkedIn Naviance
- Process for requesting Letters of Recommendation reviewed and facilitated
- Clarifying the need for and process for completing Transcript Requests and one's personal Brag Sheet.
- Examining the College Fit and building the list in Naviance.
- A look at areas of Special Admission
 - Athletics
 - The Arts
- Tips and strategies for College Essay Prompts

RESULTS OF OUR COLLEGE APP BOOTCAMP ?

Our 3 WMHS School Counselors prepared for and worked with 35 students covering all topics over a 4 hour period.

A post-event survey of participants revealed:

- Students arrived at various stages in the process.
- When asked what the one most important thing they did or learned was, student responses hit upon a wide variety of elements from the program.
- Students shared suggestions for additional topics they would like to see covered.
- 100% of our participants responded that they left feeling more confident about the college application process.

SUCCESS!