



**Alconbury Middle High School**  
**2011-12 Counseling Plan**  
**Kathy J. Mitchell, Counselor**  
**Justin White, Principal**

**AMHS Mission Statement:**

The mission of Alconbury Middle/ High School is to provide an exemplary education that inspires and prepares all students for success in a dynamic, global environment.

**Vision Statement:**

**Alconbury Middle/High School provides meaningful learning experiences emphasizing Quality Not Quantity that inspire responsible members of the global community!**

Quality Through:

Rigor - challenging curriculum and instruction

Relevance - assignments with a purpose

Relationships - mutually respectful interactions

**AMHS Guidance Department Mission Statement:**

The mission of the Alconbury Middle/High School Guidance Department is to support student's academic, career and personal/social development via a comprehensive guidance program that will help students to become successful in a dynamic, global environment.



Month	Standard/ Competency	Action	Delivery System	Target Audience	Person(s) Responsible	Measurable Outcomes	Notes/Reflection
August	<b>Academic Development:</b> Plan to achieve goals: Develop and implement plan to maximize academic ability and achievement.	Schedule New and Returning Students.  Register all Virtual School course requests.	Individual Student Planning	Students and parents	Counselor, Registrar, and Administrators	Each student will have a completed schedule that reflects graduation requirements and career interests.  Virtual school resources available for students.	
August	<b>Academic Development:</b> Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school across the lifespan.	Identify students with low TerraNova scores and/or Teacher Recommendation and refer for appropriate support - SST, counseling group, mentoring, seminar placement – to maximize available resources (no lab classes currently on master schedule).	Individual Student Planning	Students and parents	Counselor and Teachers	Student seminar placement reflects area of greatest need for academic support (AP, AVID, math, English, foreign language).  SST reviews data on referred students and matches students with a mentor and/or counseling group as appropriate.	
August	<b>Academic Development:</b> Plan to achieve goals. Use assessment results in educational planning.	Provide master testing schedule to include SAT, ACT, PSAT, <i>TerraNova</i> , AP, End-of-Course exams, and ASVAB.	System Support/ Individual Student Planning/School communication tools	Students, parents, and teachers	Counselor	School community has access to all known testing dates at the beginning of the year.  Test results used to provide targeted class instruction.	
August	<b>Academic, Career and Personal/Social Development:</b> Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others. Students will employ strategies to achieve further career success and satisfaction. Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.	New and Returning Student Orientation.	System Support S2S	Parents and Students	Counselor and Administrators	Hold a student orientation to provide information to all parents and students.	

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August	<b>Academic Development:</b> Plan to Achieve Goals. Develop and Implement plan to maximize academic ability and achievement.	Resolve schedule conflicts : Drop/Add.	Individual Student Planning	Students and Parents	Counselor	Students will have schedules that reflect courses needed for graduation and individual interests.	
August	<a href="#">DoDEA Manual 2946.2, "School Counseling Services"</a>	Counselors will meet with Administration to review and revise Annual Counseling Plan.	System Support	Administration, Teachers, Parents and Students	Counselors and Administrators	Each school site will have a current Annual Plan for Counseling Services.	
September	<b>Academic Development:</b> Acquire skills for improving learning; demonstrate how effort and persistence positively affect learning.	Meet with parents and students having a GPA of 2.0 and below.	Individual Student Planning	Students and parents	Counselors and Administrators	A success plan will be created for each student having a GPA below 2.0 to assist students in meeting the graduation requirements. SST referrals and mentoring referrals as appropriate.	
September	<b>Academic Development:</b> Plan to achieve goals. Establish challenging academic goals in elementary, middle/junior high, and high school.	Meet with new students and parents to discuss 7-year plans.	Individual Student Planning	Students and Parents	Counselor	Students will establish both short and long term goals to meet graduation requirements and post-secondary interests.	
September	<b>Academic Development:</b> Plan to achieve goals Use assessment results in educational planning Apply knowledge of aptitudes and interests to goal-setting.	Provide information regarding the PSAT, SAT, and ACT.  Hold PSAT and SAT/ACT prep sessions.	Individual Student Planning/ System Support	Students, Parents, and Teachers	Test Coordinator/ Counselor	Students will know how to register for and interpret assessment results. Teachers will use assessment results to plan instruction for high student achievement.	

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<b>September/ October</b>	<b>Academic Development:</b> Improve learning Become a self-directed and independent learner.	Meet with seniors (and their parents) to discuss graduation status Hold senior night for parents and students to discuss year's deadlines, college admissions, and graduation.	Individual Student Planning	Students and Parents	Counselor	Students will have an awareness of their accomplishments and prepare for the next step.	
<b>October</b>	<b>Academic Development:</b> Improve learning Organize and apply academic info from a variety of sources.	Update School Profile.	System Support	Community, Students, and Parents	Counselor	Students, parents, and community will have an overall view of what the school offers. This is the document that is sent with all official transcripts for college applications.	
<b>October</b>	<b>Academic Development:</b> Improve academic self-concept Identify attitudes and behaviors that lead to successful learning.	Meet with students who are below 2.0 and their parents.	Individual Student Planning	Students and Parents	Counselor and Administration	Students will commit to a plan of success to raise GPA. A written contract will be agreed upon by all parties and revisited each quarter.	
<b>October</b>	<b>Academic Development:</b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.	Review mid-term and quarter grades.	Individual Student Planning	Students and Parents	Counselors	All Students on the A/B Honor roll will be noted and certificates given at semester awards assembly. Students who are failing or near failing will be aided in creating a success plan- D/F Academic Planning and Success.	
<b>October</b>	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.	Administer PSAT.	Guidance Curriculum & Individual Student Planning	Students	Counselors & Support Staff	All sophomores & juniors will take the PSAT – all AVID students, 8 <sup>th</sup> and 9 <sup>th</sup> graders will be encouraged to take the PSAT.	

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November	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.	Assist with college applications, recommendations, ROTC and military academies.  College Night	Individual Student Planning  Individual Student Planning	Students & Parents  Students & Parents	Counselor  College Representatives and Counselors	All college bound students will meet individually with counselors to complete college applications and recommendations needed for college admissions and scholarships.  A count will be taken of the number of students & parents attending; Program evaluation will be done post College night to determine the usefulness of information provided at college night.	
November	<b>Personal/Social Development:</b> Students will apply effective problem solving and decision making skills to make safe and healthy choices. They will also learn how to cope with peer pressure and learn techniques for managing stress and conflict.	Meet with students, staff and parents to promote the DoDEA Stop Bullying Now initiative.	Guidance Curriculum and System Support	Students, staff and parents	Counselor, teachers and administration	All students will participate in a week long anti-bullying prevention week "Take a Stand, Lend a Hand." Students will create individual self statement posters to place around the school to support the initiative. They will also write reflections to submit on the last day of the week's events.	
December	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of postsecondary options, including college.	Meet with students and parents to discuss PSAT results. *Parent Night- score interpretation. *AVID class visits for score interpretation. *Individual student conference for score interpretation.	Individual Student Planning	Students and parents	Counselor	All participants will receive an individual review of their results to help with future college & career planning.	

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December	<b>Personal/Social Development:</b> Students will Differentiate between situations requiring peer support and situations requiring adult professional help. Identify resource people in the school and community, and knowhow to seek their help. Learn coping skills for managing life events.	Meet with students to discuss how to identify signs of depression, and or suicide ideation in self and others.  Signs of Suicide program provided by DoDEA.	Grade level groups and Individual student support	Students	Counselor, School Psychologist and ASACS Counselor	Students will participate in a post session evaluation- provided by the program.  Review SOS program and suicide crisis intervention with AMHS Crisis Team.	
December	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	FAFSA & Scholarship information sharing with parents and students.	Individual Student Planning  FAFSA/Financial Planning information night	Students and parents	Counselor  FAFSA expert	Each student will have identified potential financial aid opportunities.  Parents attendance will be noted for future planning.	
December/ January	<b>Academic Development:</b> Plan to achieve goals Develop and implement annual plan of study to maximize academic ability and achievement	Discuss graduation requirements with juniors and their parents in an individual conference.  Hold junior night for parents and students to discuss post secondary planning, and graduation. Recommend juniors take the SAT/ACT and provide dates and registration information.	Individual Student Planning	Students and Parents	Counselor	Students will have knowledge required to make a successful plan for graduation and beyond.  Students and parents will review 4/7 year plans and each student will update their post graduation planning guide.	

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January	<p><b>Academic Development:</b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan</p> <p>Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.</p>	<p>Review semester grades- identify students who still have multiple failures.</p> <p>Review 2<sup>nd</sup> semester schedules – make changes as necessary.</p> <p>Register all Virtual School course requests for 2<sup>nd</sup> semester.</p>	<p>Responsive services</p> <p>Individual student planning</p>	<p>Students</p> <p>Students</p>	<p>Counselors</p> <p>Counselors</p>	<p>Each student who is participating in the D/F Academic Planning and Success program will have a completed plan for improving their grades for 2<sup>nd</sup> semester- this plan will be sent to parents via e-mail or in hard copy when parents attend the planning meeting.</p> <p>Each student will have a schedule that reflects the student’s 4/7 year plan.</p>	
January	<p><b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college</p> <p>Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.</p>	<p>Continue to work on senior college applications, financial aid and scholarships.</p> <p>Notify (in writing) parents of seniors in danger of not graduating.</p>	<p>Individual Student Planning</p> <p>System Support as supported by DoDEA policy</p>	<p>Students and Parents</p> <p>Parents</p>	<p>Counselor</p> <p>Counselor and administration</p>	<p>Each student will have a completed postsecondary plan to include college applications, financial aid and scholarship information.</p> <p>Each student in danger of not graduating will have a written plan for graduating, along with the copy of the “notice” letter.</p>	
February	<p><b>Academic Development:</b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.</p>	<p>Prepare for school-wide testing (TerraNova).</p>	<p>System Support</p>	<p>Students and parents</p>	<p>Counselors, teachers, and Administrators</p>	<p>Promote a good testing environment to maximize student success.</p> <p>Review testing protocol with teachers, share testing schedule, ensure tests are counted and secure.</p>	

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February	<b>Academic Development:</b> Students will complete the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	Review/Revise Course- Selections.	System Support	Students, Parents, and teachers Students and parents	Counselors	Develop a good product to obtain accurate data for building the master schedule.	
		Check for semester one failures and compile a list for possible summer school attendance.	System Support	Counselor and Administrators	Counselors	Provide early intervention and develop a success plan for every student who failed.	
February	<b>Career Development</b> Students will employ strategies to achieve further career success and satisfaction.	Assist with scholarship applications.	Individual Student Planning and Guidance Curriculum	Students and parents	Counselor	Increase the opportunity for students to receive funding for college.	
		Review Senior Records for graduation requirements.	Guidance Curriculum	Students and parents	Counselor	100% accuracy of student's graduation needs.	
		Post available local scholarships.	Guidance Curriculum	Students and parents	Counselor	Increase the opportunity for students to receive funding for college.	
February	<b>Academic Development</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	Post Secondary Planning Academy- provided after school during spring dead week. Topics to include: *SAT/ACT prep *FAFSA and funding post secondary education- for parents	Individual Student Planning	Students and parents	Counselor, FAFSA expert and English and Math Teachers	Students will have knowledge required to make a successful plan for graduation and beyond.	
	<b>Career Development</b> Students will employ strategies to achieve further career success and satisfaction.	*Resume Writing *Writing Essays for applications *Career and Interest Inventories	Individual Student Planning	Students and parents	Counselor, English Teacher	Students will have knowledge required to make a successful plan for graduation and beyond.	

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<b>March</b>	<b>Academic Development</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college	Administer Terra Nova.	System Support Individual Student Planning	Students	Students, Counselor and Teachers	All students- grades 6-11 will take the Terra Nova. All testing procedures will be carried out with 100% accuracy to ensure test security.	
<b>March</b>	<b>Academic Development</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	Update course selections for the upcoming school year.  Review/Update 4/7 year plans.	Guidance Curriculum and System Support  Guidance Curriculum Individual Student Planning	Students, parents, counselors and Administrators  Students and parents	Counselors  Counselors	Develop courses that reflect 90-100% of what students want to meet graduation requirements and meet post-secondary plans.  All students will have a 4/7-year plan that reflects the most up-to-date information.	
<b>April</b>	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.	Review transcripts and four/seven year plans for course selections.  Meet with failing seniors and parents to discuss options for graduation.	Guidance Curriculum  Individual Student Planning	Students and Parents  Students and Parents	Counselors  Counselors	All students will choose classes for the following school year that align with their 4/7 year plan and meet graduation/post secondary requirements.  Increase awareness for students and parents of failing grades and establish/re-visit plan for success.	
<b>May</b>	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.	Distribute and Interpret <i>TerraNova</i> results via parent information night.	Guidance Curriculum and Individual Student Planning	Students, Parents, Teachers, Administrators	Counselors	Increase awareness of the importance of standardized testing and how test results and daily academic can be used as tools to measure success. 100% of test scores will be distributed to parents and interpretation of scores provided.	

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<b>May</b>	<b><i>Personal/Social Development:</i></b> Students will make decisions, set goals and take necessary action to achieve goals.	8 <sup>th</sup> Grade classroom visits: DoDEA Guide for Success.	Guidance Curriculum	Students	Counselors	Each 8 <sup>th</sup> grader will participate in a review of the DoDEA Guide for Success.	
<b>June</b>	<b><i>Academic Development:</i></b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	Final check for graduation and promotion purposes.	Individual Student Planning, System Support and Guidance Curriculum	Seniors All other students	Counselors and Administration	Graduation and/or student promotions: Percentage of students graduating and/or progressing to next grade level 4-year graduation plan for every student grades 9-12.	
<b>June</b>	<b><i>Academic Development:</i></b> Relate school-to-life experiences Understand how school success and academic achievement enhance future career and vocational opportunities.	Transitional meetings/orientations with rising 6 <sup>th</sup> and 9 <sup>th</sup> grade students.	Guidance Curriculum or Individual Student Planning	Students and Parents	Counselor and Teachers	5 <sup>th</sup> and 8 <sup>th</sup> grade students will have a big picture view of the meaning of middle or high school. To include, conversations with mentors, tour of the school, meeting teachers and discussions of new grade level expectations.	
<b>June</b>	<b><i>Academic Development:</i></b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.	CSC Transitional meetings regarding IEP's for next year.	Small group and Individual Student Planning	Special Education Students and students from feeder schools	CSC chairs, Counselors, and Administrators	Each IEP student will have a transition plan and graduation plan for high school.	
<b>June</b>	<b><i>All Standards identified on Needs Assessment</i></b>	Plan Annual Guidance Plan for following school year.	SystemSupport and Guidance curriculum	Students, Parents, and Teachers	Counselors, Administration, and Guidance Advisory council	Annual Guidance Plan shared with faculty, staff and students showing monthly activities. Posted on school website and sent out via Dragon Tales.	

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<b>June</b>	<i>All Standards under Career and Academic Development</i>	Post Secondary Financial Aid Report and Post Secondary Plans Report completed in Aspen and copy sent to Principal and to District.	System Support	All seniors	Counselors	Print Post Secondary Financial Aid Report and Post Secondary Plans Report; send copy to Principal and to District and keep copy for files.	
<b>June</b>	<i>All Standards under Academic and Career Development</i>	ACT and SAT renewal for following year; submit testing dates for following school year; File cumulative reports received to date.	System Support	College Board and ACT	Counselors	Confirmation from SAT and ACT showing designated testing dates for following school year and authorized testing personnel.	
<b>June</b>	<i>Career Development:</i> Students will acquire skills to investigate the world of work in relation to knowledge of self and make informed career decisions.	Order materials for Career Center.	Individual Student Planning	Students	Counselors	All students will have access to the career center- each quarter; log will be kept of the number of students who use the center.	
<b>On-going</b>	<i>Academic Development:</i> Plan to achieve goals: Develop and implement plan to maximize academic ability and achievement.	Register and schedule new students.	Individual student planning	Students and Parents	Counselors and Administrators	Each student will have a completed schedule that reflects graduation requirements and career interests.	
<b>On-going</b>	<i>Academic Development:</i> Acquire skills for improving learning: demonstrate how effort and persistence positively affect learning.	Assign mentors and provide orientation for new students (S2S).	Individual student planning	Students and Parents	Counselors, Administrators and S2S Sponsors/Mentors	Each student will know where all of their classes are and the activities available to them.	
<b>On-going</b>	<i>Academic Development:</i> Students will complete school with the academic preparation essential to choose post secondary options.	SAT/ACT Administration and review with students.	Individual Student Planning	Students	Counselors and Test Administrators	Each student will have a good understanding of their test results and how those results will impact their post secondary choices.	

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<b>On-going</b>	<b>Academic Development:</b> Achieve student success by taking responsibility for their actions.	Conduct on-going Group and Individual Conferences.	Individual Student Planning	Students	Counselors, Administration and School Psychologist	Fewer Disciplinary Referrals.	
<b>On-going</b>	<b>Personal/Social:</b> Students will make decisions, set goals, and take necessary actions to achieve goals.	Identify short and long term goals.	Guidance Curriculum	Students	Counselors	All students will develop a plan identifying both short and long-term goals.	
<b>On-going</b>	<b>Academic Development:</b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.	Attend Parent/Teacher/Student Conferences.	Individual Student Planning and System Support	Students, Parents and Teachers	Counselor	Students, Parents and Teachers will meet to discuss grades, behavior or other concerns that are interfering with academic progress.	
<b>On-going</b>	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial postsecondary options, including college.	Attend PPS Meetings as needed.	System Support	Counselors	Counselors and Administrators	Collaborate with members of the PPS department.	
<b>On-going</b>	<b>Academic Development:</b> Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school across the lifespan.	Attend SST meetings as needed.	System Support	Teachers, Counselors, Administration	SST Coordinators and Counselors	Students will show progress and eventually be removed from their SST plan.	

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<b>On-going</b>	<b>Academic Development:</b> Students will understand the relationship of academics to the world of work and life at home and the community.	Attend CSC meeting as needed.	System Support	Special Education Teachers, Parents, Students, Counselors	CSC Chairs	Students on IEP's will be successful in the classroom and members of the CSC will contribute to their success.	
<b>On-going</b>	<b>Academic Development:</b> Students will understand the relationship of academics to the world of work and life at home and the community.	Contribute to classroom observations and transition services as needed.	System Support	Students, Teachers	Counselors, Teachers, CSC team	Students will be observed and evaluated and transition support will be provided for all students in IEP's (and SST) to help with their continued success.	
<b>On-going</b>	<b>Career Development:</b> Students will acquire skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.	Special Guests will be invited to school to speak with students/classes who are interested.	System Support	Students, Parents, Teachers, Administrators	Counselors, AVID Teachers, etc.	Guests will speak during seminar or after school and provide all students information about careers and choices available to them when they are finished high school.	
<b>On-going</b>	<b>All Standards</b>	Regular communication between school and home.	System Support	Students, Parents, Teachers, Administrators	Counselors, Office Staff	Parents will be kept informed about what is happening at school via newsletters, emails, bulletins, etc.	
<b>On-going</b>	<b>Academic Development:</b> Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.	Assist with post secondary planning and information. <ul style="list-style-type: none"> <li>• College information</li> <li>• Scholarship information</li> <li>• Online College Fairs</li> <li>• USA College Day</li> </ul>	Individual Student Planning	Students & Parents	Counselor	All college bound students will meet individually with counselors to complete a 4/7 year plan. Part of this process includes post secondary planning. 4/7 year plans are e-mailed to parents and students after the individual meeting.	

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On-going	<p><i>Academic Development:</i> Improve academic self-concept Identify attitudes and behaviors that lead to successful learning.</p>	<p>Meet with students who have one F or two D's on the weekly D/F list.</p> <p>Parents will be notified by Principal when students are on the D/F list for 3 consecutive weeks.</p> <p>Parent conference will be requested at week 4 of students listing on D/F list.</p> <p>At week 6 of being on the D/F list students will then be referred to SST.</p>	Individual Student Planning	Students and Parents	Counselor and Administration	Students will commit to a plan of success to raise grades and GPA- via D/F Academic Planning and Success program.	