

LANCASTER HIGH SCHOOL COUNSELING CENTER CURRICULUM MAP

In addition to counseling students and consulting with parents, teachers, and administrators in an effort to ensure student success, the Counselors are also involved in the coordination of monthly activities which provide direct or indirect services to our Lancaster families.

SEPTEMBER

Scheduling adjustments for students
Military recruiter meetings to coordinate school visits
Contact families of students with 504 plans
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
PSAT/SAT/ACT submit request for test accommodations to the College board
Department meetings
Counselor newsletter
State University of New York "Operation Inform"
Senior class visits-re: college applications, credits review, and post-high school plans
Committee on Special Education meeting
Updates to School Web-Site
504 Information Meeting with all faculty
SAT/ACT regional information workshop for counselors
College Representative visitations
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
Nominations of students to Business First Honors
Update College Planning Guide
Update Bulletin Board with student resources

OCTOBER

Junior class visits re: PSAT information and explanation
PSAT registration
High School Open House
Department meeting
PSA T Administration
Committee on Special Education Meeting
9th grade orientation to Counseling Center
College Representative Visits
Jefferson Scholars Foundation annual meeting
Academy of Finance classroom presentation on Careers and Colleges
Academy of Finance installation
Individual Senior Appointments with Counselors re: college and post-high school plans
Scholarship Binder Updates
WNY College Consortium hosted at LHS
Freshman Mentoring Program for At-Risk Students
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings

NOVEMBER

DECA Awards dinner
SAT Administration
SAT for Students with disabilities administration
Department meeting
Project Lead the Way annual certification meeting for Counselors @ RIT
NYS Higher Education annual Financial Aid Workshop for Counselors
Harkness/BOCES Career Center annual meeting for counselors
College Representative Visitations
Committee on Special Education Meeting
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
Review and Mailing of Senior College Applications
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Counselor Newsletter
NYS Academic Excellence Scholarship nominations

DECEMBER

Vocational/BOCES Career Center annual meeting for counselors
District department chair meeting
American College Test (ACT) administration
ACT for students with disabilities administration
Department meeting
Committee on Special Education meeting
WNY Suburban Counselor's Consortium
PSAT interpretation for juniors in the Media Center
Financial Aid Night for Parents and Students
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
Review and Mailing of Senior College Applications
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Robert C Byrd Scholarship nominations

JANUARY

Department meeting
Counselor Newsletter
Committee on Special Education meeting
8th Grade Orientation Program
ASVAB Administration to 11th graders
College Panel Presentation for all 10th grade students
Distribution of Course Description Guide to 11th graders
Annual Review and Course Selection with 11th graders (individually)
Mid Year Failure Notification
Presidents Award for Educational Excellence Achievement
Scholarship Binder Updates
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Scholarship Binder Updates

FEBRUARY

Annual Review and Course Selection with 9th and 10th graders (small group setting)
ASVAB Interpretation to 11th graders
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
AP Exam Notification Mailing
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Notification of LCTA Scholarship Award to students
Group Counseling
NYS Lottery Scholarship
Distribution and coordination of Erie County Summer Youth Applications and Interviews

MARCH

WNY Suburban Counselor's Professional Development Day
WNY Career Fair
Department meeting
Career Day Presentation at LMS
E-School meetings with building administrators re: scheduling
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Erie County Summer Youth Employment Interviews
National College Fair
ASVAB Test and Results
Counselor Newsletter
AP Exam Registration
Submit request for juniors to test with accommodations on SAT
Clarkson Leadership Award nomination
Bausch & Lomb Honorary Science Award nomination
Rensselaer Medal nomination
RIT Computing Medal nomination

APRIL

Army Educator's Trip to Ft. Bragg, NC
Department meeting
At-Risk retreat
E-School meetings with building administration re: AIS and Special Ed. scheduling
Hand Scheduling of all Special Education Students (310 students)
Scholarship Binder Updates
Freshman Mentoring Program for At-Risk Students
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Class of '77 Scholarship nomination
LHS Excellence in Science Award nomination
Lancaster Historical Society, Louisa Keysa Memorial Scholarship nomination
Bowmansville Ladies Auxiliary Scholarship interviews
Lancaster Women's Civic Club Memorial Scholarship interviews

MAY

SAT Administration
SAT for students with disabilities
Department meeting
Counselor Newsletter
Senior Class Profile – counselor visitation to senior English classes
AP Exam Administration and Proctoring
WNY Suburban Counselor's end of year meeting
E-School meetings with building administration
Review and adjustments of student schedule conflicts
Create Database of all senior scholarships and awards for graduation
Freshman Mentoring Program for At-Risk Students
Scholarship Binder Updates
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
LCTA Scholarship review and selection of winner
Nomination of students for Business First Scholarship
Summer School mailing with progress reports
Triple “C” Award nominations
NYS Comptroller Achievement Award
Summer School Meetings
AVOX Systems Scholarship interviews
Gloria Symer Memorial Scholarship nominations

JUNE

Department meeting
NYS College Admission Counselor Conference
ACT Administration
ACT for students with disabilities administration
Create Database of all senior scholarships and awards for graduation
Senior Awards Night
Lancaster /Depew Substance Abuse Coalition Meetings
Student Support Team Meetings
Course Failure Notification
Summer School mailing with failure notices
Log data of all student reported scholarships

JULY/AUGUST

Registration for Summer School
Review and adjustments of student schedule conflicts
Adjustment of Special Education schedules based on summer CSE meetings
E-School meetings with building administration
New Student Registration
Counselor Newsletter
Freshman Orientation Program