

WASC ACTION PLAN – Counseling Department

Student Achievement

Date	Tasks	Persons Responsible	Resources Needed
Current and Ongoing	<ul style="list-style-type: none"> • Register all students in appropriate-level classes • Meet annually with each student to develop, update, and revise 4 year action plan. • Yearly review of current progress, long-term plans, assess course of study leading to educational/career goals • Suggest remediation where necessary, for grades, attendance, loss of credit, and Pathways. • Attend all IEPs meetings as necessary. Contact parents and teachers as needed • Revise 504 plan paperwork 	Counselors Vice-Principal	Time
Fall 2006 and Ongoing January yearly Spring yearly	<ul style="list-style-type: none"> • Counselors will prepare, attend and direct all usual and appropriate information/orientation/introduction/registration/counseling functions • Additional early registration to be scheduled to enhance optimal level placement for all students (10-12 days) • Receive current copies of IEPs and 504 plans for each program change. Copies for parents, teachers, VP and Cum folder • Prepare senior class for college applications, letters of recommendation, financial aid, and post-secondary options • Santa Rosa Junior College guest speaker program • Take Sophomore and Junior classes to regional <i>College Fair</i> • Collect and organize tutor lists • Assist VP to update and prepare Course Catalog. • Begin development, with VP of Master schedule responsive to student needs • Counselors will review and update materials for Spring visit to Santa Rosa Middle School • Individual counseling at SRMS with each student to begin 4 year plan process. 	Counselors Facilities Coordinator, Site administrators SRMS administrators and SRHS faculty Counselors, VP and District	Adequate space. Appropriate handouts Release and travel monies Funding for additional duties 8 th grade registration packets 9 th grade registration packets
Spring 2007 2008-2009	<ul style="list-style-type: none"> • Collaborate with middle/feeder schools before 9th grade to ensure adequate student supports • Establish more consistent/formalized protocols between counseling and Sp. Ed to ensure required special education services and placements for all in-coming and current students w/Sp. Ed needs. • Evaluate standardized test scoring (CAHSEE, CELDT, STAR, SAT/ACT) and provide remediation when applicable • Recommendation forms provided to faculty for proper placement of students • Work with district office to create self-evaluating transcripts 	Counselors and Special Education staff Faculty and students District office MISTS	Release time to collaborate with Sp. Ed department. Carbonless forms for IEPs, 504s and 4 year plans. Calendar to all staff software

Professional Development

Date	Tasks	Persons Responsible	Resources Needed
2006- Ongoing	<ul style="list-style-type: none"> Counselors will attend appropriate conferences, workshops, seminars, and trainings, including Western Acad. College Prep/Planning Conference, CSU, UC, Financial Aid, College Testing, SRJC, ROP, American School Counselor Assn. and Calif. School Counselor Assn., Sonoma Co. Counselor Assn., SCOE and local-private conferences Increased frequency of Counselor meetings with Secondary Asst. Superintendent. 	Counselors and Vice Principal District Office	Funding District cooperation and release time
Spring and Summer 2007	<ul style="list-style-type: none"> Request registration, policy and planning articulation meeting w/ DO before school begins 	Counselors, Counseling Secretary, Registrar, VP and District Office	District office support, district secondary counselors

Culture, Facilities, Support

Date	Tasks	Persons Responsible	Resources Needed
Ongoing	<ul style="list-style-type: none"> Creation of tools and programs for student research into career/education possibilities Given current staffing ratio of 500:1 clarify to parents and school community reasonable expectations for counselors 	District Office Counselors, VP Site administration	District Funding <i>Panther Purr</i> and SRHS website
Fall 2006 Ongoing	<ul style="list-style-type: none"> Rotating monthly meetings with all departments Prioritize use of facilities to reflect the greater student need. Conference space for counselors 	Counselors, Faculty, Dept. Chairs Facilities Coordinator	<i>Adequate facilities</i>