Student Assistance Services

**September Checklist**

**2024-2025**

# School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Counselor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Was the principal’s letter to parents distributed (mail, website, email)? | | | | | | |  |
| Has the school distributed the Substance Use Policy to students, parents & staff?  Have you read/re-read the school’s substance Use Policy? | | | | | | |  |
| Have you met or scheduled a meeting to discuss school’s substance use policy with the principal and discussed options for alternatives to suspension? | | | | | | |  |
| Have you met with the principal to schedule a faculty ***training***?  Has the counselor provided a training to the faculty? | | | | | | | |
| * full faculty | | | | | | |  |
| * department | | | | | | |  |
| * new faculty | | | | | | |  |
| * Teaching Assistants, Aides, Security and/or Resource Officers | | | | | | |  |
| Have you scheduled class presentations to introduce yourself to entering students (7th & 9th graders)? New Counselors provide presentations to all grades (7th – 12th). | | | | | | |  |
| Have you scheduled class presentations to ***re-introduce*** yourself to returning students? | | | | | | |  |
| Has the counselor outreached/provided training to? | | | | | | | |
| * Students (non-classroom activities such as clubs, teams, etc.) | | | | | | |  |
| * Cafeteria workers | | | | | | |  |
| * Custodians | | | | | | |  |
| * Bus Drivers | | | | | | |  |
| * Monitors/Aides | | | | | | |  |
| * Secretaries | | | | | | |  |
| Which community groups has the counselor met with?  Substance Use Prevention Coalition Yes No N/A  *(Community Coalition)*  Youth Council Yes No N/A  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No N/A | | | | | | | |
| Which community groups are scheduled? | | | | | | | |
| With which parent groups has the counselor met? | | | | | | | |
| Which parent groups are scheduled? | | | | | | | |
| Have you watched all 2024 required summer training recordings and submitted your attestation form? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes No | | | | | | | |
| Do you have forms for CPS reporting? | | | | | | | |
| Have you attended AA/Al-Anon/Alateen meetings geographically near the school district? (within past 3 years) | | | | | | | |
| OASAS cases – follow-ups completed. (by Oct. 15th) | | | | | | | |
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| Agency contacts (visits, calls, virtual) | | | | | | | |
| School liaison, if absent, late, or leaving school early: (name, role, phone#) | | | | | | |  |
| Books, pamphlets, posters, games in office | | | | | | |  |
| MS staff meeting with HS staff of same district to discuss students & issues | | | | | | |  |
| Have you posted (All on SAS website to download)? | | | | | | | |
| OASAS License | ❑ | Confidentiality | ❑ | Voluntary statement | ❑ | Justice Dept. Posters | ❑ |
| Do you have? | | | | | | | |
| 1. Hard copy or computer file copy of **OASAS** Paperwork Policy & Procedure Manual (Revised May 2022) | | | | | | |  |
| 1. List of Westchester County Adolescent Treatment Programs (Displayed in office) | | | | | | |  |
| 1. Tuberculosis materials (Displayed and/or posted) | | | | | | |  |
| Notebook for staff meeting announcements, and agency communications, and memos, including Fire Drill Log (contact Diane if not) | | | | | | |  |
| Recovery Month Activity (September) | | | | | | |  |
| Newcomer Groups (Do you have the list of new students and have you started planning and scheduling)? Has a communication been sent to parents of newcomers and/or called parents? | | | | | | |  |
| Prevention Ed Series (have you begun to schedule/coordinate with the Health Teacher and/or principal? | | | | | | |  |
| Planning for Substance Use Prevention Month & Red Ribbon Week (October) | | | | | | |  |
| Parent Presentation discussed with principal   * dates set * publicity initiated (for example, PTA Newsletter) | | | | | | |  |
| Discussed Emergency Code with each secretary and principal (Code located in the Green Resource Manual H/O section, last page | | | | | | |  |
| Have you read or re-read SAS Policy & Procedure Manual? | | | | | | |  |
| Dates for all PTA meetings | | | | | | |  |
| Plans for Back to School Nights | | | | | | |  |
| Date for Homecoming weekend | | | | | | |  |
| Date & Place for Club Fair | | | | | | |  |
| Date for first SADD/Y2Y/VAASA/Peer Leadership meeting | | | | | | |  |

Names of 2024-2025 Youth Leadership Task Force Representatives

1. **2**.