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**.