



# SCHOOL COUNSELING HANDBOOK

## MEET THE JFK COUNSELING TEAM



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## WHAT IS A SCHOOL COUNSELOR?

High School Counselors have an impact by implementing a comprehensive school counseling program and collaborating with school staff, parents and the community to create a safe and respectful learning environment. High School Counselors enhance the learning process and promote academic, career and social/emotional development. High school counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set informed career goals and realize their full academic potential to become productive, contributing members of the world community.

## SCHOOL COUNSELING PROGRAM OVERVIEW

Students at JFK are assigned to a School Counselor alphabetically by last name. Special Education students also have a Case Manager who manages their IEP and collaborates with the School Counselor. We look forward to working with you! We can help with the following:

Academic Support	Career & College Planning	Social-Emotional Support
<ul style="list-style-type: none"> <li>• Graduation requirements</li> <li>• Course selection</li> <li>• Study skills</li> <li>• Honors, IB, &amp; Concurrent Enrollment</li> <li>• ICAP</li> </ul>	<ul style="list-style-type: none"> <li>• Career exploration</li> <li>• College selection</li> <li>• College entrance exams</li> <li>• Scholarships &amp; Financial Aid</li> <li>• ASCENT</li> <li>• Concurrent Enrollment</li> <li>• ICAP</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships</li> <li>• Stress management</li> <li>• Divorce, death, loss</li> <li>• Self-advocacy skills</li> <li>• Counseling Resource Referrals</li> </ul>

To review the Counseling Calendar for updated events [CLICK HERE](#).

For more information on Graduation Requirements [CLICK HERE](#).



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## MEETING WITH YOUR SCHOOL COUNSELOR

Students can request to meet with their School Counselor via a google form (see flier below). Students can also stop by during office hours (before school, at lunch, or after school). This process is used to maximize access to School Counselors and minimize loss of instructional time.

**NEED TO MEET WITH  
YOUR COUNSELOR?**

**Office Hours:**  
before school, at lunch, & after school

**OR**

<https://bit.ly/jfk counselor ppt>



**¿NECESITA REUNIRSE  
CON SU CONSEJERO?**

**Horas de oficina:**  
antes de la escuela, en el almuerzo  
y después de la escuela

<https://bit.ly/jfk counselor ppt>



**JOHN F. KENNEDY  
HIGH SCHOOL**  
Whole Child Distinguished 19-20



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## CLASS SCHEDULES

### CHOICE OF STUDIES (COS)

COS is an annual event where Counselors meet with students 1-on-1 in the Spring to help them pick their course requests for the following school year. Counselors meet with ALL students to navigate course pathways that align with their interests, career goals, and ensure students stay on track for graduation. Many resources are available to students weeks prior to the COS event to ensure they are intentional with their course selections. Students are also encouraged to meet with their teachers to discuss best course options that challenge and prepare them for their future.

### SCHEDULE CHANGE REQUESTS

Students select all of their classes for the upcoming school year (including backup options) in the Spring semester through the COS process. Because the Lead Schedule for the school is built based on student requests submitted during this window, **schedule changes are not permitted**. Students will have the opportunity to review their schedules and ask questions at the beginning of the school year.

Teachers are not permitted to submit course change requests for students. The only time teachers can request a schedule change is: if there are changes to a student's IEP or multi language learner (MLL) services. Teachers are encouraged to connect with the student to provide interventions and supports for students, and communicate with families when concerns arise.

### STUDENT COURSE CONCERNS

#### STEP 1:

1. Conference with the teacher.
2. Attend tutoring and teacher office hours to get extra support and resources.
3. Conference with your Advisory teacher.
4. Contact your School Counselor for resources and support.

#### STEP 2:

Contact the culture team and conduct restorative conversation with the teacher to identify solutions to concerns and implement interventions to support academic success of the student.

#### STEP 3:

If steps 1 and 2 do not resolve the concern, student and parent/guardian can request a meeting with counselor and administrator to discuss extenuating circumstances and make an action plan to support student success.



# SCHOOL COUNSELING HANDBOOK

## GRADE LEVEL TASKS

### 9TH GRADE

#### Career Exploration

- Interest Profiler to review career opportunities that match personal interests and strengths
- Explore pathway options (IB, CE, CEC, ASCENT, etc.)
- Learn about graduation requirements, GPA, and scholarship opportunities
- Get involved! Explore and join a club or sport
- 9th Grade College Expo - a field trip to the Auraria Campus to learn about college opportunities

### 10TH GRADE

#### Postsecondary Pathways

- Interest Profiler to review career opportunities that match personal interests and strengths
- Explore colleges
- Take the next level course in your chosen pathway - advancing in skills and knowledge.
- Apply to internships, apprenticeships and other career related opportunities.

### 11TH GRADE

#### Preparing for Postsecondary Plan

- Create a Resume
- Take the SAT and Accuplacer - assess college readiness and high school competency
- Last year to get involved, volunteer, and bring up your GPA before applying for postsecondary opportunities and scholarships.
- Research scholarships
- Draft college essay
- Review financial aid opportunities

### 12TH GRADE

#### Finalize Postsecondary Plan

- Complete senior contract meeting with your Counselor over the summer to review graduation status and postsecondary resources.
- Apply to postsecondary opportunities (colleges, apprenticeships, military, etc.)
- Complete FAFSA
- Apply for scholarships