**School Counseling Department Calendar**

***School Counseling Department***

***Beth Fortin, M.Ed. - Last names A-L Maria Paoletti, M.S. - Last names M-Z***

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**School Counseling Mission Statement: Great Falls Middle School and Turners Falls High School**

The School Counseling Program’s shared mission is to deliver a comprehensive program to ALL students that promotes lifelong learning and active citizenship for grades 6-12. In partnership with the school and greater community, we provide a safe and supportive environment for students to discover their interests, pursue their goals, succeed academically, explore postsecondary options, and develop and improve their interpersonal and workplace readiness skills.

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| **Month** | **Activity** | **Target Group** |
| **Oct.** | Educational Transitions Program (**ETP**)meeting w/ GCC rep | 12 |
|  | Senior meeting –MEFA & SAT info | 12 |
|  | College Rep visits | 11 & 12 |
|  | Individual senior meetings | 12 |
| **Nov.** | College Rep visits | 11 & 12 |
|  | Finish Individual senior meetings | 12 |
|  | College Financial Aid Night (MEFA) | 12 & community |
| **Dec.** | Senior College Application paperwork due in guidance | 12 |
|  | College Rep visits | 11 & 12 |
|  | Scholarship apps in guidance | 12 |
| **Jan.** | PSAT results & My College Quickstart acct. creation & ppt | 10 & 11 |
|  | College Rep visits | 11 & 12 |
|  | Scholarship apps in guidance | 12 |
|  | TFHS College Alum. Panel | 9-12 |
|  | College Goal Sunday/FAFSA completion workshop- MEFA & GCC | 12th gr. students, parents, comm. |
|  | Distribute 504 plans to S2 teachers | Teachers |
|  | Complete blue sheets for new students S1 | 9-12 new students – S1 |
| **Feb.**  | Scholarship apps in guidance | 12 |
|  | Post-secondary planning | 11 |
|  | Reality Fair Orientation w/ GCC | 12 |
|  | Midyear Reports to Colleges | 12 |

| **Month** | **Activity** | **Target Group** |
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|  **Aug.** | New Student Registration, Scheduling, orientation/tours | New students |
|  | Finalize guidance calendar  | Counselors |
|  | Schedule adjustments | 9-12 |
|  | Distribute 504 plans to S1 teachers | 9-12 |
|  | Organization-files, office, etc. | Counselors |
|  | Summer school credit adjustments | 9-12 |
| **Sept.** | Schedule adjustments  | 9-12 |
|  | Credit evaluation & course selection to meet graduation requirements |  |
|  | Open House Night | All students, parents, comm.  |
|  | Senior meeting (assembly)/ Senior survey administered | 12 |
|  | 9th Grade Intro. Guidance Seminar | 9 |
|  | PSAT sign ups (lunch drive) | 11 |
|  | College rep visits | 11 & 12 |
|  | Seniors & 5th yr. students credit letter sent to parents | 12 (if applicable) |
| **Oct.** | PSAT test administered at TFHS | All 10 and 11 (11th sign up) |
|  | Senior meetings (Ind. & small gr.  | 12 |
|  | Educational Prof. Plan Student Mtgs. | 11 & 12  |
|  | Common Application Workshop | 12 |

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| **Ongoing Activities** |
| **Academic/Technical Development*** Individual academic advising
* Creation and maintenance of Individual Learning Plans (ILP)
* New student schedules/transcript evaluation
* Meet with students, parents & teachers proactively & upon request
* Respond to parent questions and concerns
* EPP (Educational Proficiency Plans) meetings
* Quarterly grade and credit monitoring, graduation verification
* Academic Eligibility monitoring
* Course selection and fine tuning schedules
* Advanced Placement tests (AP) pre-admin., scheduling , proctoring & paperwork
* Deliver Academic Check-In Advisory Lessons on a 5 week rotation
* Peer tutoring set-up & monitoring
* 9th Grade Academy meetings
* Record Management: Cum. Files. Transcripts, Test scores (MCAS, AP, college admissions tests-PSAT, SAT, ACT, 4 year plans)

**College & Career Readiness Development*** Individual, small group and classroom meetings
* Advise and assist students with registering for college admissions tests: SAT & ACT
* Identify students eligible for SAT, ACT, and college application fee waivers & distribute fee waivers to those students
* Create College & Career Readiness (CCR) Advisory Lessons for the school year
* Deliver CCR & Team Building Advisory Lessons on a 5 week rotation
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| **Ongoing Activities** |
| * Write letters of recommendations for colleges and work
* Career Fair planning meetings and committee member
* Plan & promote CCR enrichment activities: field trips, Resume writing, Big E College Fair, assemblies, Reality Fair, FAFSA Day, college & career week, collaborate w/ BayState Hospital, MEFA, and FHREB
* Host college representatives
* ETP student recruitment, advising & monitoring (Greenfield Community College dual enrollment)
* Scholarship committee member & attend meetings
* Maintain Work Based Learning Plans (WBLP) & set up students with internal & external internships/work experiences
* Set up job shadowing experiences for students
* Student Advocacy: employers

 and admissions officers.**Personal/Social Development*** Individual and small group student counseling
* Meetings with parents
* Create Student Safety Plans
* Set up and facilitate Safety Plan parent/student/admin. meetings
* Provide crisis counseling
* Mandated Reporting
* Attendance meetings & attendance letters sent to parents
* Student Support Team (SST) weekly meetings for student/case review
* Consult/Collaborate/referral w/ outside agencies (partners) to provide in & out of school services (MEFA, FHRB, FAFSA Day, Community Action, CSO, DCF, GCC, Servicenet, 3rd Place, etc.)
* Deliver Upstander (Anti-Bullying) & Fun Advisory Lessons on a 5 week rotation

**Special Populations*** Ongoing consult on issues with student, teachers and parent
* Special Education referral and participation in annual meeting
* Completing Educational A Assessments
* ACT & College Board SSD forms to parents and students (Consent Forms for Accommodations Request for SAT & ACT testing)
* IEP Meetings
* 504 Coordinator- Identification, schedule and facilitate annual meetings & Esped paperwork
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| **Month** | **Activity** | **Target Group** | **Month** | **Activity** |  |
|  **Feb.** | Retention letters sent | Students failing one or more class during S1  | **June** | Accuplacer for new ETP applicants (comp. lab) – GCC rep | 10-12 ETP applicants |
|  | Post-secondary Planning Presentation/PowerPoint  | 11 |  | Adjust. & finalize schedules for next year | 9-12 |
|  | Collegeboard SSD letters sent to parents | 9-11 (if applicable) |  | Identify students for summer school, sign up, send ltr. to parents | 9-12 if needed |
|  | SAT & ACT survey admin. by counselors | 11 |  | NCAA PowerPoint presentation for College-Bound Student Athletes  | 9-11 |
|  | Junior post-secondary individual interviews | 11 |  | Update guidance calendar & high school timeline | Counselors |
|  | 8th grade parent night | 8 and parents |  | Senior final transcripts to colleges | 12 |
|  | Junior post-secondary interviews | 11 |  | NCAA course updates | Counselors |
| **Mar.** | Scheduling & 4 yr. plans  | 9-11 | **June-July** | Review, update, write guidance curriculum | Counselors |
|  | Reality Fair @ GCC (financial literacy workshop) | 12 | **Systemic Initiatives*** MA Model Implementation
* Annual Calendar , website, bulletin board event and activity updates (postings & maintenance)
* Guidance Dept, All School Meeting, School Community Council, 9th grade Academy, Advisory & MassGrad. meetings
* MCAS administration coordination Communication w/stakeholders (website, all calls, announcements, outdoor sign, email, mail, phone calls, in-person, flyers, newspaper, bulletin boards)
* Grant writing (DESE & GMFA)
* Data collection

**Professional** * Guidance Dept. meetings
* College & career readiness regional workshops
* Monthly Faculty/curriculum meetings
* Ongoing PD
* Western Mass. School Counselors Association (WMCA)

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|  | College Adm. Night-Sign-up lunch dr.  | 11 |
|  | College Admissions Nights (MEFA) | 11 & comm. |
|  | Scholarship apps in guidance | 12 |
| **Apr.** | 8th grade breakfast & course selection sheet review  | 8 |
|  | AP & Honors course agreements and disclaimer student meetings  | 9-11 |
|  | National College Fair @ Big E  | 10 & 11 |
|  | Scholarship apps in guidance | 12 |
|  | Schedule section review | Counselors, admin., data personnel |
|  | SAT and ACT registration assistance | 11 |
|  | Career Fair @ TFHS | 8-12 |
| **May** | Senior College Acceptance survey  | 12 |
|  | Senior College Panel for juniors w/ TFHS seniors | 11  |
|  | Resume writing workshop (comp. lab) | 11 |
|  | Educational Transitions Program (ETP) @ GCC – recruitment, applications, meeting & interviews | 10-12 |
|  | Scheduling grid creation | School Counselors, admin. |
|  | SAT and ACT registration assistance | 11 |
|  | Final Senior transcript audits | 12 |
| **June** | Complete blue sheets for S2 new students | 9-12 new students –S2 |
|  | 8th grader Trivia meeting (small groups) | 8th  |
|  | Awards night & Graduation | 12 |