**School Counseling Department Calendar**

***School Counseling Department***

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

***Karen Hidalgo, M.Ed. Graduation Coach 9-12***

***Sharon Girard - Administrative Assistant - 413-863-7203***

**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) | | |
|  | 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 |