

## Counseling Department Master Calendar

Site: Plymouth North and Plymouth South HS

School Year:

2021-22

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| <p><b><u>August</u></b></p> <ul style="list-style-type: none"> <li>● Student Scheduling- adjustments/conflicts</li> <li>● Student Transcript Review</li> <li>● Registering and transferring students</li> <li>● Freshman Orientation</li> <li>● Update Guidance Website information</li> <li>● Review McKinney/Vento and Foster Care status of students, update paperwork, report to central office</li> </ul>  | <p><b><u>January</u></b></p> <ul style="list-style-type: none"> <li>● Grade 11 Naviance College Planning Workshops               <ul style="list-style-type: none"> <li>○ Classroom meetings for resume building</li> <li>○ Begin individual grade 11 meetings</li> </ul> </li> <li>● On-going grade 10 individual meetings</li> <li>● Grade 12 Letters to Parents: at Risk/Failures</li> <li>● Grade 11 SAT School Day</li> <li>● Senior failure meetings</li> <li>● College Goal Sunday: FASFA Assistance</li> <li>● Plymouth Harbor Academy Referrals</li> </ul> |
| <p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>● Grade 12 Naviance College Planning Workshops               <ul style="list-style-type: none"> <li>○ Classroom meetings</li> <li>○ Begin individual grade 12 meetings</li> </ul> </li> <li>● Grade 9 Classroom Guidance Workshops               <ul style="list-style-type: none"> <li>○ Transition to High School</li> </ul> </li> <li>● Grade 9 Individual Transition Meetings</li> <li>● Grade 12 Parent College Info/Financial Aid Nights</li> </ul>                           | <p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>● Grade 10 Naviance Career Assessment /Exploration and Portfolio Planning Workshops continued</li> <li>● Grade 11 Naviance Resume-Writing Workshops</li> <li>● Grades 9-11 Course Selections/Postsecondary Planning Classroom Workshops</li> <li>● Grade 8 High School Showcase and Tech Expo</li> <li>● AP Information Night</li> <li>● Educational Proficiency Plans (EPPs) updated</li> </ul>   |
| <p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>● Ongoing senior postsecondary meetings</li> <li>● Ongoing individual freshman meetings</li> <li>● Grade 9 Naviance Career Assessment /Exploration and SMART Goals</li> <li>● Grades 9-11 PSAT School Day</li> <li>● Open House Parents' Night</li> <li>● PNHS/PSHS College Fair</li> <li>● New Teachers' Guidance Info Meeting</li> <li>● John and Abigail Adams Scholarship notification (seniors)</li> <li>● Parent FAFSA Workshops</li> <li>● Grade 11 PSAT School Day</li> </ul> | <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>● Scholarship Information Meetings</li> <li>● Grade 11 resume-writing workshops</li> <li>● Financial Aid Night</li> <li>● Ongoing Individual Course Selection/College &amp; Career Planning</li> <li>● Parent College Admissions Night Seminar (all grades)</li> <li>● NCAA Courses updated</li> </ul>  |
| <p><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>● Ongoing individual grade 12 meetings</li> <li>● Grade 10 Naviance Career Assessment /Exploration Workshops</li> <li>● Ongoing individual freshman meetings</li> <li>● Begin individual Grade 10 meetings</li> <li>● Grade 12 Letters to Parents: at Risk/Failures</li> <li>● Early Action/Decision applications</li> <li>● Update/revise Program of Studies Booklets</li> <li>● Freshman anti-bullying workshops</li> </ul>  | <p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>● Grade 11 Naviance College Planning Workshops</li> <li>● Ongoing Individual Course Selection/College &amp; Career Planning</li> <li>● Cape Cod CC On-Site Admissions</li> <li>● NEACAC College Fair: Juniors</li> <li>● "MEFA- After the College Acceptance" Night Seminar</li> <li>● Grade 11 SAT School Day</li> <li>● Ongoing individual grade 11 Career College Planning meetings</li> <li>● Grade 12 Letters to Parents: At-Risk/Failures</li> </ul>  |
| <p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>● Grade 10 Naviance Career Assessment /Exploration Workshops and portfolio planning</li> <li>● Ongoing Individual Grade 10 Progress Meetings</li> <li>● UMass Dartmouth On-Site Admissions</li> </ul>  | <p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>● Ongoing Individual Grade 11 Career College Planning meetings</li> <li>● AP Exam Sessions</li> <li>● Resolving scheduling conflicts</li> <li>● Parent Financial Aid Night (all grades)</li> <li>● Senior Academic Awards/Scholarships Ceremony</li> <li>● Koplik Certificate eligibility letters</li> </ul>  |
| <p><b><u>On-going</u></b></p> <ul style="list-style-type: none"> <li>● Attend Child Study Team/ IEP/CAP/504 meetings</li> <li>● Attend grade specific Honors Breakfasts</li> <li>● Attend guidance (and other related) meetings</li> </ul>  | <p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>● Undergraduate Academic Leadership and Tech Awards Night</li> <li>● Scheduling summer school/conferences and notices</li> <li>● Plymouth Harbor Academy Referrals</li> </ul>  |

## Counseling Department Master Calendar

Site: PCIS

School Year: 2021-22

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| <p><b><u>August</u></b></p> <ul style="list-style-type: none"> <li>• Register new students/transfers</li> <li>• Review/adjust student schedules</li> <li>• Collect and organize student data for teacher distribution</li> <li>• Review McKinney/Vento and Foster Care status of students, update paperwork, report to central office</li> </ul>  | <p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>• Deliver grade 7 classroom presentation regarding career development (<i>Naviance</i>)</li> <li>• Deliver grade 8 classroom presentation regarding career development (<i>Naviance</i>)</li> <li>• Finish processing CCTE application process with 8<sup>th</sup> graders</li> </ul>   |
| <p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>• Distribute student information to teachers (i.e., CAPs, 504s, social/emotional/behavioral information)</li> <li>• Introduce counselors and function of guidance office to students</li> <li>• Initiate communication with families regarding custodial/legal issues</li> <li>• Attend grade 6 open house night</li> <li>• Attend grade 7 &amp; 8 open house night</li> </ul>  | <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>• Present high school information to grade 8 students in the classroom setting</li> <li>• Meet with grade 8 students individually regarding high school course selection</li> <li>• Manage MCAS materials and testing (English Language Arts)</li> </ul>   |
| <p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>• Begin to meet with 6<sup>th</sup> grade students individually regarding adjustment to intermediate school/secondary education</li> <li>• Deliver grade 6 classroom presentation: Middle School Survey and SMART Goals (<i>Naviance</i>)</li> <li>• Identify and meet with struggling students</li> <li>• Grade 8 college field trip</li> </ul>  | <p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>• Continue to meet with grade 8 students individually regarding high school course selection</li> <li>• Develop new/review existing CAPs</li> <li>• Coordinate meetings between principal and students with failing grades</li> </ul>  |
| <p><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>• Continue to meet with 6<sup>th</sup> grade students individually regarding adjustment to intermediate school/secondary education</li> <li>• Develop Curriculum Accommodation Plans for students struggling to make academic progress</li> <li>• Coordinate meetings between principal and students with failing grades</li> <li>• Consult with families regarding their need for holiday support</li> <li>• Schedule and facilitate parent/teacher conferences</li> <li>• Process private school applications</li> </ul> | <p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>• Manage state testing (Math, Science &amp; Technology, Social Sciences)</li> <li>• Meet with elementary school counselors and collect information regarding incoming students from seven PPS elementary schools</li> <li>• Prepare documentation and present information to high school counselors regarding transitioning 8<sup>th</sup> grade students</li> </ul>   |
| <p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>• Continue to meet with 6<sup>th</sup> grade students individually regarding adjustment to intermediate school/secondary education</li> <li>• Consult with families regarding their need for holiday support</li> <li>• Process private school applications</li> </ul>   | <p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>• Support coordination of and participate in 6<sup>th</sup> grade Open House/Orientation Night</li> <li>• Conduct tours for incoming 6<sup>th</sup> grade students</li> <li>• Attend House Award Ceremony evening event</li> <li>• Attend 8<sup>th</sup> Grade Graduation evening event</li> <li>• Chaperone 8<sup>th</sup> Grade Dinner Dance evening event (optional)</li> <li>• Collect documentation and create guidance files for transitioning 8<sup>th</sup> grade students</li> </ul> |
| <p><b><u>January</u></b></p> <ul style="list-style-type: none"> <li>• Develop new/review existing CAPs</li> <li>• Coordinate meetings between principal and students with failing grades</li> <li>• Continue to meet with 6<sup>th</sup> and 7<sup>th</sup> grade students individually regarding adjustment to intermediate school / secondary education</li> <li>• Grade 8 High School Showcase and Tech Expo</li> <li>• Begin CCTE application process with 8<sup>th</sup> graders</li> </ul>  | <p><b><u>Ongoing</u></b></p> <ul style="list-style-type: none"> <li>• Attend grade specific Honors Breakfasts</li> <li>• Attend 6<sup>th</sup> grade Student of the Month Ceremony</li> <li>• Attend monthly meetings with the Principal</li> <li>• Attend monthly meetings with Guidance Supervisor</li> <li>• Manage renewal procedure for Section 504 Plans</li> <li>• Facilitate monthly Ambassador meetings</li> <li>• Manage McKinney/Vento and Foster Care status/paperwork/communications</li> <li>• Facilitate new student enrollments</li> </ul>     |

Counseling Department Master Calendar

Site: PSMS

School Year: 2021-22

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| <p><b><u>August</u></b></p> <ul style="list-style-type: none"> <li>• Register new students/transfers</li> <li>• Review/adjust student schedules</li> <li>• Collect and organize student data for teacher distribution</li> <li>• Attend open house to distribute registration packets</li> <li>• Review McKinney/Vento and Foster Care status of students, update paperwork, report to central office</li> </ul>  | <p><b><u>February</u></b></p> <ul style="list-style-type: none"> <li>• Deliver 8<sup>th</sup> Grade classroom presentation regarding career development (<i>Naviance</i>)</li> <li>• Finish CTE application process with 8<sup>th</sup> graders</li> </ul>  |
| <p><b><u>September</u></b></p> <ul style="list-style-type: none"> <li>• Distribute student information to teachers (i.e., CAPS, 504s, social/emotional/behavioral information)</li> <li>• Introduce and explain function of guidance counselor/house office to students</li> <li>• Meet with 6<sup>th</sup> grade students individually regarding adjustment to intermediate school</li> <li>• Meet with 8<sup>th</sup> graders individually</li> <li>• Initiate communication with families regarding custodial / legal issues</li> <li>• Attend grade 5/6 and 7/8 grade open house night</li> </ul> | <p><b><u>March</u></b></p> <ul style="list-style-type: none"> <li>• Finish processing Technical Studies Program applications</li> <li>• Present high school scheduling information to grade 8 students in the classroom setting</li> <li>• Meet with grade 8 students individually regarding high school course selection</li> <li>• Assist in proctoring state testing</li> </ul>  |
| <p><b><u>October</u></b></p> <ul style="list-style-type: none"> <li>• Deliver grade 6 classroom presentation: Middle School Survey and SMART Goals (<i>Naviance</i>)</li> <li>• Meet with 6<sup>th</sup> grade students individually regarding adjustment to secondary education and mid-term progress report follow-up</li> <li>• Identify and meet with struggling students</li> <li>• Review and update student CAPs</li> </ul>  | <p><b><u>April</u></b></p> <ul style="list-style-type: none"> <li>• Continue to meet with grade 8 students individually regarding high school course selection</li> <li>• Deliver 7<sup>th</sup> grade classroom presentation regarding career development (<i>Naviance</i>)</li> <li>• Develop new/review existing CAPs</li> <li>• Develop academic improvement plan with failing students</li> </ul>  |
| <p><b><u>November</u></b></p> <ul style="list-style-type: none"> <li>• Meet with 6<sup>th</sup> grade students individually regarding adjustment to secondary education and mid-term progress report follow-up</li> <li>• Develop Curriculum Accommodation Plans and/or academic improvement plans for students struggling to make academic progress</li> <li>• Consult with families regarding their need for holiday support</li> <li>• Attend parent / teacher conferences</li> </ul>  | <p><b><u>May</u></b></p> <ul style="list-style-type: none"> <li>• Assist in proctoring state testing</li> <li>• Meet with elementary school counselors and collect information regarding incoming students</li> <li>• Prepare documentation and present information to high school counselors regarding transitioning 8<sup>th</sup> grade students</li> </ul>  |
| <p><b><u>December</u></b></p> <ul style="list-style-type: none"> <li>• Assist with College Field Trip for 8<sup>th</sup> grade students</li> <li>• Consult with families regarding their need for holiday support</li> <li>• Schedule 8<sup>th</sup> Grade career development classroom presentations</li> </ul>  | <p><b><u>June</u></b></p> <ul style="list-style-type: none"> <li>• Support coordination of and participate in 6<sup>th</sup> grade Open House / Orientation Night</li> <li>• Conduct tours for incoming 6<sup>th</sup> grade students</li> <li>• Attend 8<sup>th</sup> Grade Graduation evening event (optional)</li> <li>• Chaperone 8<sup>th</sup> Grade Field Trip (optional)</li> <li>• Collect documentation and create guidance files for transitioning grade students</li> </ul> |
| <p><b><u>January</u></b></p> <ul style="list-style-type: none"> <li>• Develop new/review existing CAPs</li> <li>• Develop academic improvement plan with struggling students</li> <li>• Deliver 8<sup>th</sup> Grade classroom presentation regarding career development (<i>Naviance</i>)</li> <li>• Grade 8 High School Showcase and Tech Expo</li> <li>• Begin CTE application process with 8<sup>th</sup> graders</li> </ul>  | <p><b><u>Ongoing</u></b></p> <ul style="list-style-type: none"> <li>• Attend grade specific Honors Breakfasts</li> <li>• Attend monthly meetings with Guidance Supervisor, Principal</li> <li>• Child Study Team, IEP, CAP, 504 Meetings</li> <li>• Manage McKinney/Vento and Foster Care status/paperwork/communications</li> <li>• Individual student meetings and group counseling in response to school /student needs</li> </ul>   |