

TURNERS FALLS HIGH SCHOOL

School Counseling Department Calendar 2019-2020

School Counseling Department

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

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.

TFHS School Counseling Department Calendar 2019-2020

Month	Activity	Target Group	On-going Activities
August	New Student Registration, Scheduling, orientation/tours	New students	<u>School Counselor Delivery System:</u> <ul style="list-style-type: none"> Direct Student Services: Classroom guidance – school counseling curriculum, Individual Student Planning, Responsive Services Indirect Student Services: Referrals, consultation and collaboration w/ parents, teachers, administration, other educators and community partners.
	8/16/19 ACT regular registration deadline for Sept. test	12	
	Finalize guidance calendar	Counselor	
	Schedule adjustments (in office)	9-12	
	Organization-files, office, etc.	Counselor	
	Summer School Credit adjustments	9-12	
Audit Transcripts-Do 1 st Semester Blue Sheets			
Sept.	Schedule adjustments (in office & cafeteria). Last day for changes is 9/9/19 for all classes.	9-12	
	9/6/19 - SAT regular registration deadline for October 5 test	11 & 12	
	9/14/19 - ACT Test Date - Various Schools	12	
	9/10/19- Copy and distribute 504 Plans to teachers (first semester)	Teachers	
	9/20/19 - ACT Regular registration deadline for Oct. 26 Test	12	
	9/25/19 Open House TFHS 6:00 – 8:00 P.M.	All (Tentative)	
	Senior small group meetings begin/ Senior survey administered.		

		12	Academic/Technical Development <ul style="list-style-type: none"> • Individual academic advising • Creation and maintenance of Individual Learning Plans (ILP) online and paper portfolios • New student schedules/transcript evaluation • Meet with students, parents & teachers proactively & upon request • Respond to parent questions and concerns • 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 • Peer tutoring set-up & monitoring • 9th Grade Academy meetings • Record Management: <ul style="list-style-type: none"> ○ Cum. Files ○ Transcripts ○ Test scores (MCAS, AP, college admissions tests-PSAT, SAT, ACT ○ 4 year plans
	9 th Grade guidance seminar introduction	9	
	PSAT sign ups and guides distributed (lunch drive and guidance)	11	
	College rep visits	11 & 12	
	Seniors & 5 th yr. students credit letter sent to parents	12 (if applicable)	
	PSAT info and guides distributed (GAP)	10	
Oct.	10/29/19- MEFA College Financial Aid Night	12	
	10/5/19 – SAT regular registration	12	
	10/16/19 - PSAT test administered at TFHS	All 10 and 11 (sign up)	
	– ACT test administered at various schools	12	
	EPP student meetings	11 & 12	
	Sr. ETP meeting w/ GCC rep	12	
	Reality Fair planning meeting w/GCC	School Counselor, admin., GCC reps, banks	
	Senior meeting –MEFA & SAT info (GAP)	12	
	College Rep visits	11 & 12	
	Start Senior Recommendation Letters	12	
	Individual senior meetings	12	
	10/25/19- College & Career Exploration Stem Field trip to UMass Amherst	ALL	
Nov.	11/2/19 – SAT test & subject tests administered locally	11 & 12	
	11/3/19 – FAFSA Day Sunday @ 1:00 P.M. @ TFHS	12th & Community	
	11/8/2019 – ACT regular registration deadline for Dec. test.	12	
	11/8/19 – SAT regular reg deadline for Dec 7 test	12	
	College Rep visits	11 & 12	
	Finish Individual senior meetings	12	
	Continue Writing Rec. Letters	12	
	Blood n’ Guts & Student Ambassador info meeting (@ Baystate)	TFHS School Counselor and school Counselor from local schools, Baystate Reps.	
	Start publicizing “Doctor for Day” – program, applications & info. in guidance	11 th & 12 th graders who have strong	

		interest in medical field	<u>College & Career Readiness Development</u> <ul style="list-style-type: none"> 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 Write letters of recommendations for colleges and work. 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.
	GCC info meeting for 2 +2 program	12	
	11/6-11/14 ELA/Math MCAS Retests	11 & 12	
	12/7/19 - Senior college application paperwork due in guidance	12	
Dec.	12/7/19 – SAT & Subject tests administered at various schools	12	
	12/14/2019 – ACT test administered at various schools	12	
	College Rep visits	11 & 12	
Jan.	Scholarship apps in guidance-publicize	12	
	PSAT results & presentation/PowerPoint (classroom guidance-comp. lab)	10 & 11	
	1/10/2020 – ACT regular registration deadline for Feb. test.	11 & 12	
	College Rep visits	11 & 12	
	Scholarship apps in guidance	12	
	School to Career Course Info meeting (GAP)	11 & 12	
	College Alumni Student Panel (during All School Mtg)	9-12	
	Program of Studies updates meeting	School Counselor, Admin., Data Coordinator	
	ACCESS for ELL (Jan. 4-Feb. 7)	10 (if applicable)	
	Distribute 504 plans to semester two teachers	Teachers	
	Complete blue sheets for new students S1	9-12 new students – S1	
	“Doctor for a Day” applications due to Franklin District Medical	11 th & 12 th grade	
	Scheduling adjustments & student meetings for semester 2	9-12	
	Mid-year reports due to colleges	12	
2/5-2/6 – MCAS BIO	10		

Feb.	2/14/20 – SAT test regular registration deadline for March administration.	11 & 12	<p>Personal/Social Development</p> <ul style="list-style-type: none"> • Individual and small group student counseling • Meetings with parents • 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.) <p>Special Populations</p> <ul style="list-style-type: none"> • Ongoing consult on issues with student, teachers and parent • Special Education referral and participation in annual meeting • Completing Educational A Assessments • ACT & Collegeboard SSD forms to parents and students (Consent Forms for Accommodations Request for SAT & ACT testing)
	2/8/20- ACT test administered at various schools	11 & 12	
	Program of Studies updates & scheduling meeting	School Counselor, Admin., Data Coordinator	
	Sending out possible retention letters	Students failing one or more class during S1	
	Scholarship apps in guidance	12	
	Life after Turners Presentation/PowerPoint (GAP)	11	
	Reality Fair planning meeting w/GCC	School Counselor, admin., GCC reps, banks	
	2/2020 Reality Fair orientation & complete paperwork w/ GCC – theater (tentative/TBD)	12	
	College Board SSD letters sent to parents	9-11 (if applicable)	
	Blood n’ Guts sign up in guidance	9-12 (students int. in med. field)	
March	“Doctor for a Day” Program / Franklin District Medical Society	11 th & 12 th grade students that are accepted into program	
	SAT & ACT survey admin. by Counselor	11	
	Junior post-secondary individual interviews	11	
	3/2-3/9 MCAS Retest ELA/Math		
	3/14/20 SAT & Subject tests administered at various schools	11 & 12	
	Junior post-secondary interviews	11	
	3/24-3/27 MCAS ELA	10	
	Scheduling & 4 yr. plans (comp. lab)	9-11	
April	Blood n’ Guts sign up in guidance	9-12 (students int. in med. field)	
	Blood n’ Guts night @ Baystate	9-12 (students int. in med. field)	
	Reality Fair @ GCC (financial literacy event)	12	
	College Admissions Night - Sign up lunch drive	11	

April	College Admissions Nights (MEFA) - theater - TBD	11 (open to all local schools)	<p>Systemic Initiatives</p> <ul style="list-style-type: none"> Massachusetts Model for Comprehensive School Counseling Programs (MA MODEL) Implementation– College & Career Readiness Grant initiatives (writing school counseling curriculum, planning enrichment activities, etc) Annual Calendar , website, bulletin board event and activity updates (postings & maintenance) Guidance Dept. meetings All School Weekly Meetings MassGrad meetings MCAS administration coordination and co-coordinator: ordering, scheduling, planning, and proctor training. Communication w/stakeholders (website, all calls, announcements, outdoor sign, email, mail, phone calls, in-person, flyers, newspaper, bulletin boards) Grant writing (DESE & GMFA) Maintaining communication logs School Community Council Meetings Data collection to measure effectiveness of counseling program Advisory Committee member & monthly meetings
	Scholarship apps in guidance	12	
	Bay state Student Ambassador Program applications in guidance	11 & 12 (students interested in medical field)	
	4/3/20 – SAT regular registration deadline for May SAT	11	
	8 th grade breakfast & course selection sheet review (caf or small groups)	8	
	4/20- National College Fair @ Big E (NACAC)	10 & 11	
	4/4/20- ACT test administered at various schools	11	
	Schedule section review	School Counselor, Admin, Data Coordinator.	
	Baystate Student Ambassador Program interviews @ Baystate	11 & 12 (students interested in medical field)	
SAT and ACT registration assistance	11		
May	5/8/20– SAT & ACT regular registration deadline for June SAT	11	
	5/6/20- SAT & Subject tests administered at various schools	11	
	Senior College Acceptance survey (GAP)	12	
	Senior College Panel for juniors w/ TFHS seniors	11	
	Resume writing workshop (comp. lab) w/ FHREB	11	
	Junior Workshops	11	
	Educational Transitions Program (ETP) @ GCC – identify students, applications, meeting & interviews	10-12	
	Scheduling grid creation	School Counselor, admin.	
	SAT and ACT registration assistance	11	
	Final Senior transcript audits	12	
	Scheduling adjustments	9-11	
AP pre-administration & testing (testing window 5/9/18 & 5/14/18-5/17/18)	11 & 12	<p>Professional</p> <ul style="list-style-type: none"> Guidance Dept. meetings College & career readiness regional workshops 	

June	5/19-5/22 MCAS Math	10	<ul style="list-style-type: none"> • Monthly Faculty/curriculum meetings • Ongoing PD • Massachusetts School Counselor Association (MASCA) • Western Mass. School Counselor Association (WMCA) • American School Counselor Association (ASCA)
	Complete blue sheets for S2 new students	9-12 new students – S2	
	6/4/20 Awards night	12	
	6/5/20 Graduation @ 6:30	12	
June	6/6/20 – SAT & Subject tests administered at various schools	11	
	6/2-6/5 MCAS STE	10	
	6/18/20 ACT test administered at various schools	11	
	Accuplacer for new ETP applicants (comp. lab) – GCC rep	10-12 ETP applicants	
	Finalize schedules for next year	9-12	
	Summer school sign up and letter sent to parents	9-12 if needed	
	Update guidance calendar & high school timeline	Counselor	
	Senior final transcripts to college	12	
	NCAA course updates	Counselor	
	Baystate Student Ambassador Orientation (June) & program	Students who are	
	Review and update guidance curriculum, calendar, curriculum writing	Counselor	