

HIGH SCHOOL PROGRAM FOR AUGUST

- **Establish a Guidance Advisory Committee.**
- Assist new students with course selection and registration.
- Advise students about necessary schedule changes.
- Assess student, staff, and parent needs related to guidance services.
- Develop the guidance plan for the year, making sure that it is connected to the school's goals for the year.
- Provide orientation for students and staff.
- Meet with others that have direct responsibilities for student support.
- Identify students with special needs and connect them to the appropriate resources, which will address those needs.
- Provide counseling for students expressing difficulties in school adjustment.
- Confer individually with seniors to verify enrollment in courses necessary for graduation.
- Confer individually with seniors to discuss post-secondary plans.
- Confer with freshmen about orientation to high school and transition issues.
- Meet with your guidance colleagues for an initial staff meeting and designate responsibilities.
- Inventory department materials and needs.
- Seek out and apply for grants.
- Review last year's test and student information data and develop strategies for contributing to improving results.
- Meet with the principal to discuss the guidance department's involvement in the first PTA /Open House meeting.
- Meet with grade level teachers and department teachers.
- Set up schedule for classroom guidance activities.
- Update the guidance department's website information.
- Advertise College and Scholarship Fair on September 21, 2003.

HIGH SCHOOL PROGRAM FOR SEPTEMBER

- **Meet with the Guidance Advisory Committee.**
- Complete advisement for schedule changes.
- Continue individual conferences with seniors to verify enrollment in courses necessary for graduation.
- Discuss post-secondary plans with seniors.
- Distribute GPA and class rank information to seniors.
- Conduct group sessions for seniors to discuss the college application process, scholarships, financial aid, and other responsibilities. Send a letter of information to the senior's parents.
- Organize and publicize scholarship information.
- Process college applications, recommendations and scholarship applications.
- Keep accurate records.
- Have the guidance clerk schedule college representatives and advertise visits; meet with college representatives; know admissions requirements and contact persons.
- Conduct a Student/Parent /College/Scholarship meeting.
- Begin implementation of parent/student educational and career planning.
- Participate in PTA/Open House.
- Promote and publicize college admissions tests and dates; collaborate with other departments in preparing students for these tests.
- Distribute transcripts to all students in grades 10-12.
- Counsel with students and facilitate parent/student/teacher conferences to support the student's academic achievement.
- Continue assisting new students with transition to high school.
- Begin classroom guidance presentations.
- Advertise College and Scholarship Fair.

HIGH SCHOOL PROGRAM FOR OCTOBER

- **Meet with the Guidance Advisory Committee.**
- Continue individual education/career planning conferences with assigned students and their parents.
- Assist students in using computer software to explore careers and post-secondary educational opportunities.
- Review students' first quarter report cards and provide appropriate interventions and support strategies to improve academic achievement.
- Confer with staff, parents, and students to address student needs; facilitate joint teacher/parent conferences.
- Provide in-service for the school staff on signs of and responsibilities for reporting cases of abuse and neglect.
- Assist with and review the development of a crisis plan for the school.
- Update the school's profile.
- Continue to register, advise, and orient new students or students who are having difficulty adjusting to high school.
- Continue to provide information to students and parents about scholarships and enrichment opportunities; assist students with their applications.
- Continue to support the total school program by fulfilling responsibilities on various committees and teams.
- Continue to enhance department members' professional skills.
- Make sure the guidance website is current.

HIGH SCHOOL PROGRAM FOR NOVEMBER

- **Meet with the Guidance Advisory Committee.**
- Monitor academic progress of assigned students; provide appropriate support and interventions.
- Facilitate conferences with parents, staff, and students for students who experienced academic difficulty the first quarter.
- Continue parent/student educational and career planning conferences.
- Assist seniors with their post-secondary plans.
- Continue group activities with students.
- Distribute information about scholarships and enrichment opportunities through classes, announcements, fliers, newsletters, and web page.
- Participate in staff meetings, department meetings, and other school teams.
- Continue participation in professional development training.
- Contact assigned parents and keep them informed.

HIGH SCHOOL PROGRAM FOR DECEMBER

- **Meet with the Guidance Advisory Committee.**
- Distribute and interpret PSAT and/or PLAN results to 10th and 11th graders.
- Make FAFSA forms available to seniors.
- Review suicide prevention protocol with staff members.
- Continue to monitor academic progress of assigned students and provide counseling support for academic achievement, paying particular attention to seniors.
- Continue to inform seniors of scholarship opportunities and to assist them in completing their applications.
- Continue to provide classroom guidance activities.
- Continue to register, advise and orient new students.
- Continue to confer with college representatives and community agencies.
- Meet with freshmen in small groups and monitor their academic progress.
- Review plans for the second semester.

HIGH SCHOOL PROGRAM FOR JANUARY

- **Meet with the Guidance Advisory Committee.**
- Continue to provide test interpretation sessions for students and parents.
- Review students' first semester progress, communicating with parents and provide intervention strategies for those experiencing academic difficulty.
- Continue to meet with and inform seniors and their parents of progress in meeting graduation requirements; identify those who will need assistance to successfully complete a course and communicate with students and parents the availability of helpful resources.
- Continue to provide assistance to students and parents regarding financial aid opportunities.
- Remind staff of responsibilities for reporting suspected cases of abuse and neglect.
- Continue parent/student educational and career related conferences.
- Continue to confer with parents, staff, and students to address students' needs and academic progress in the identified courses of study.
- Continue to provide counseling to meet students' developmental as well as critical needs.
- Continue to assist new students with academic advisement, registration, and orientation.
- Continue to provide information to assist students in applying for scholarships, special programs, and college admission.
- Continue to support the total school program.
- Continue to apply for grants.
- Serve on the registration team; provide classroom instruction on course selection at both high schools and middle schools and begin orientation activities for middle school students by meeting with them in groups at their schools and by participating in the high school curriculum sessions for parents.

HIGH SCHOOL PROGRAM FOR FEBRUARY

- **Meet with the Guidance Advisory Committee.**
- Use National School Counseling Week to highlight various aspects of your Guidance Program.
- Continue to provide counseling to meet students' academic, personal, and social needs.
- Continue to confer with parents, staff, students, and community agency representatives.
- Focus on educational and career planning with juniors and their parents.
- Provide students and parents information about scholarships and enrichment programs through newsletters, announcements, and updated web page.
- Support visitations of students with college representatives and at college sites.
- Assist students in preparing for scholarship opportunities.
- Provide classroom guidance on decision-making skills.
- Participate in professional development activities.
- Continue conferences with students who are experiencing academic difficulty.
- Continue to assist students in the use of computer software to explore careers and education options; meet with assigned students regarding future plans.
- Continue planning for registration of rising 9th graders and students in grades 10-12.
- Continue with registration and transition activities.

HIGH SCHOOL PROGRAM FOR MARCH

- **Meet with the Guidance Advisory Committee.**
- Continue with registration and transition activities; contact parents of the rising 9th grade students.
- Continue to provide classroom guidance on educational planning.
- Meet with subject area teachers of the rising 9th grade students.
- Conduct several parent meetings at school and in the community.
- Continue to confer with students about course selections for the following year.
- Assist with shadowing activities for the 11th grade students.
- Continue conferences with parents, staff, and students to support students' academic progress and career/educational planning.
- Continue to provide support for new students.
- Continue to publicize scholarship and enrichment opportunities.
- Continue to support the total school program through involvement in staff meetings, various school committees, and system-wide meetings.

HIGH SCHOOL PROGRAM FOR APRIL

- **Meet with the Guidance Advisory Committee.**
- Review students' third quarter academic progress and provide interventions for those needing assistance with academic improvement, particularly those at risk for not graduating or not being promoted.
- Notify parents of seniors at risk of not graduating in writing.
- Continue to register and advise students for the next school year.
- Continue to provide transition activities for the rising 9th grade students and their parents.
- Assist juniors in registering for the SAT and/or ACT.
- Assist new students as needed.
- Continue to inform parents and students of scholarship and enrichment opportunities.
- Begin the identification of students for various awards and other recognitions.
- Continue to meet with grade level teachers and department chairs about plans for the upcoming year.
- Continue to seek out and apply for grants and other funding opportunities.

HIGH SCHOOL PROGRAM FOR MAY/JUNE

- **Meet with Guidance Advisory Committee.**
- Complete registration of all students for the next school year.
- Identify and monitor seniors who possibly will not graduate and inform their parents by letter. Provide intensive support to these students and parents.
- Continue to meet with juniors and their parents to make preparations for the senior year.
- Continue to provide counseling to meet students' needs.
- Continue conferences with parents, staff, and community resources to support students' academic achievement and career planning.
- Conduct an evaluation survey with parents, teachers and students to assess the effectiveness of the guidance program. Identify needs for the upcoming year.
- Participate in final meetings of school committees and teams.
- Assist in the implementation of awards and graduation ceremonies.
- Prepare scholarship report and send to District Office staff.
- Continue to make plans for the new school year.
- Maintain communication with students and parents through the summer.
- Keep guidance web page updated through the summer.
- Continue to seek out funding sources.