

MIDDLE SCHOOL PROGRAM FOR AUGUST

- **Establish a Guidance Advisory Committee**
- Conduct a needs assessment with students, faculty, and parents.
- Develop Guidance program services for the year in conjunction with administration and Guidance Advisory Committee.
- Implement Guidance program.
- Plan and have weekly staff meetings. (Chairperson)
- Examine new students' permanent records and identify special needs. This would include proper placement in courses and 504 plans.
- Meet with grade level teams and set up schedule for participation in weekly team meetings.
- Inform teams of special needs of students.
- Market the Guidance program. Participate in grade level assemblies and PTA meetings. Be on the agenda to present a presentation of the guidance program.
- Put Guidance department activities on the school's master calendar.
- Develop a guidance web page and keep it updated weekly.
- Set up Career and College Center.
- Contact the business education partner to assist in the implementation of guidance-coordinated activities.
- Meet weekly as a department to determine how the guidance team can impact on the School District's Education Goals and the school's goals.
- Develop and execute a plan to familiarize new students and parents with the District and school discipline plans.
- Submit guidance department information monthly to the school's newsletter contact person.
- Assist 6th graders and new students in orientation to middle school.
- Assist new students with registration and course selection. Contact parents with any changes.
- Participate in professional development.

MIDDLE SCHOOL PROGRAM FOR SEPTEMBER

- **Meet with the Guidance Advisory Committee**
- Implement Guidance Program.
- Attend and actively participate in grade level and Guidance team meetings.
- Review performance appraisal and prepare professional portfolio for program documentation.
- Orient yourself and the faculty/staff to community resources.
- Make plans for student use/implementation of career exploration materials.
- Formulate individual professional development plan.
- Meet with Administration, staff leadership team, and guidance advisory committee to review an outline of your goals and plans.
- Implement intervention strategies for students needing support for academic success.
- Assist with the recruitment of Business/Education partners for the school.
- Assist with/establish a process for ongoing positive student recognition activities.
- Review promotion and retention requirements with students and parents.
- Communicate with parents and business partners the need for volunteers as career speakers, etc.
- Provide orientation of the guidance program/services to students and parents.
- Update the guidance web page with calendar of events.
- Plan events and activities for National Career Development month.
- Work with teachers and students on the implementation of study skills.
- Participate in the PTA meeting.
- Continue to assist students and parents with registration and course selection.
- Participate in professional development.
- Submit information for the school newspaper.

MIDDLE SCHOOL PROGRAM FOR OCTOBER

- **Meet with the Guidance Advisory Committee**
- Implement Guidance program. Plan minimum of 4 classroom guidance presentations to be delivered at each grade level over the school year.
- Attend and actively participate in grade level meetings and Guidance team meetings.
- Provide parent workshop/information on topic identified on needs assessment.
- Orient/train volunteers whom tutor or mentor at the school.
- Meet with students receiving F's first quarter. Work with teachers to provide assistance to these students.
- Meet with parents of students receiving F's. Give parents suggestions on how they can help their student at home.
- Participate in developing or updating the school crisis plan with faculty and staff.
- Meet with teams of teachers and provide tips about conducting successful parent conferences.
- Implement events and activities for National Career Development Month.
- Participate in professional development.
- Begin educational and career planning conferences with parents and students.
- Coordinate and organize the SAT information for identified 7th graders and the PSAT information for identified 8th graders.
- Provide information to students and parents on the Uniform Grading Scale and other curriculum issues.
- In-service faculty and staff on signs of and responsibilities for reporting cases of abuse and neglect to the Department of Child Protective Services.

MIDDLE SCHOOL PROGRAM FOR NOVEMBER

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level meetings.
- Coordinate Career activities to include career inventories, speakers, news items etc. related to National Career Development Month.
- Continue to work through teachers with students experiencing academic difficulty.
- Continue to work with parents of students who are experiencing academic difficulty.
- Continue to schedule educational and career planning conferences with parents and students.
- Participate in career development.
- Identify key community resources in your school community and surrounding community. Continue to become very familiar with churches, agencies, sports programs, and youth organizations that service the school.
- Begin the preparation for spring registration. Meet with teacher teams, administration, etc. to look at course offerings for the next school year. Utilize the Guidance Advisory Committee to assist with this process.
- Contact the guidance counselor at the feeder elementary schools to begin planning for transition activities between guidance staffs and subject area teachers.

MIDDLE SCHOOL PROGRAM FOR DECEMBER

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level/team meetings.
- Assist with the coordination of community service plans with students.
- Use the needs assessment survey to identify topic such as suicide prevention; discuss this with faculty and staff.
- Invite speakers to address the students on various topics of interest to students.
- Invite speakers to address the parents on various topics of interest to parents.
- Begin talking with the students and parents about plans for registration.
- Continue scheduling education and career planning conferences with parents and students.
- Participate in professional development.
- Continue with organizing and scheduling of transition activities between guidance staffs and subject area teachers.
- Assist in the identification of families that will need additional resources during the Winter Break time.
- Work with the school nurse in identifying students who need medical attention and/or medical intervention at some level.

MIDDLE SCHOOL PROGRAM FOR JANUARY

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level and Guidance team meetings.
- Work with all grade levels using the SCOIS material.
- Meet with students receiving F's the first semester.
- Meet with parents of students receiving F's the first semester.
- Organize study groups for the identified students.
- Send a letter to parents whose children are in danger of failing their grade with suggestions for change and available support.
- Conduct a mid-year assessment of the Guidance program with the administration, faculty/staff, parents, and members of the Guidance Advisory Committee.
- Interpret test score reports to students who took the PSAT and communicate these reports to their parents.
- Send promotion/retention requirements to parents; conduct mini workshops with students and parents on this topic.
- Re-assess new students' acclimation to school and its activities.
- Assist with the coordination and implementation of the Shadowing activity conducted with 7th graders. Work with the teachers to prepare the students for this activity and to do the necessary follow-up activities i.e. writing thank you notes to businessperson.
- Plan National School Counseling Week activities.
- Continue scheduling education and career planning conferences with parents and students.
- Participate in professional development.

MIDDLE SCHOOL PROGRAM FOR FEBRUARY

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level and faculty team meetings.
- Develop and implement activities for National School Counseling Week.
- Coordinate a Career Day/Week activity with the assistance of the career specialist.
- Have a counselor and students from feeder high schools talk with the 8th grade students about courses, electives, extra-curricular activities and registration/preparation for high school.
- Continue to conduct educational and career planning conferences with parents and students.
- Plan a financial aid program for parents and students during Financial Aid Month.
- Work with students and teachers on goal setting/decision making activities.
- Participate in professional development.
- Coordinate the HEAP program with all students – especially 8th graders.
- Conduct Pre-College workshops with students and parents.
- Develop a list of questions that parents and students would like the answers to about college. Put the FAQs on the guidance website.
- Provide guidance department information for the school newspaper.
- Update the guidance website with current information.

MIDDLE SCHOOL PROGRAM FOR MARCH

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level and team meetings.
- Provide information to students and parents on post-secondary training.
- Provide several parent meetings on registration for the rising grade.
- Provide classroom guidance sessions on pre-college topics.
- Contact high school counselors regarding rising 9th grade registration. Prepare permanent record information for high school counselors. Develop lists of those students who have earned high school credit while in middle school.
- Work with school administrators and counselors to develop a plan for registering and transitioning rising 6th graders.
- Promote magnet school opportunities.
- Continue to orient students and parents to next year's opportunities.
- Work with students on completing the career folders; make sure information is updated and is forwarded to the next year's classes.
- Review college preparation material with 8th grade students.
- Send summer school and other summer opportunities information home to parents.
- Participate in professional development.

MIDDLE SCHOOL PROGRAM FOR APRIL

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance program.
- Attend and actively participate in grade level and team meetings.
- Visit feeder schools to register rising 6th grade students.
- Schedule a minimum of three (3) Parent Night programs to acquaint the parents with the middle school curriculum.
- Schedule a daytime visit to the middle school for the rising 6th grade students.
- Assimilate information about summer programs/camps for parents and send it home with the report card.
- Contact parents about possible academic failures and the importance of immediate collaboration for intervention.
- Communicate with parents on skills for listening and communicating with their child.
- Plan workshops for parents at churches and community centers at the school, community centers, and churches over the summer.
- Send Guidance department information to parents in the school newspaper over the summer.
- Meet with the Guidance Advisory Committee at least 2 times over the summer.
- Participate in professional development activities.

MIDDLE SCHOOL PROGRAM FOR MAY/JUNE

- **Meet with the Guidance Advisory Committee**
- Implement the Guidance Program.
- Attend and actively participate in grade level and team meetings.
- Work with the faculty in planning student recognition activities.
- Create list of students with special needs for the high school counselors.
- Create list of students with 504 plans for the high school counselors.
- Create list of students who have earned Carnegie units in middle school for high school counselors.
- Create list of students with academic plans for high school counselors.
- Summarize how the Guidance department activities impacted positively on the school goals for the current school year.
- Summarize learning/career development/personal-social knowledge gains by the students in 6th, 7th, and 8th grades.
- Have faculty and staff members complete an evaluation of Guidance.
- Have students complete an evaluation of Guidance.
- Have parents complete an evaluation of Guidance.
- Meet with parents of students who are being retained and facilitate communication between grade level teams and parents.
- Hold Open House for rising 6th grade parents and students during the summer/early fall.
- Meet with the Guidance Advisory Committee and the Administration to establish goals for the up-coming year.
- Have final meeting with teams to evaluate all available data on students to assist in transitioning students to the next grade.
- Report earned professional development to the professional development department.
- Schedule planning meetings over the summer with the administration and begin plans for the up-coming year.