

Counseling Department Annual Calendar

SITE: Southern Wake Academy

SCHOOL YEAR: 2017-2018

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| <p><u>August</u> New Teacher Orientation New Student Orientation: - Rising 9th grader Orientation - Rising 6th grader Orientation Meet with Advisers Registration/NCVPS Enrollment Student Schedule Changes Parent Meetings Visit Classrooms - Meet the Counselor Collect SAT/ACT data 504 Transitions</p> | <p><u>September</u> Needs Assessment Data Collection Senior Credit Checks Begin Classroom Guidance Lessons Begin Advisory Lessons Meet The Teacher Night CFNC-Username and Passwords Schedule Changes Senior Conferences SAT/ACT Registration (Seniors) Administer College Interest Survey (Seniors) College Application Senior Parent Night & FAFSA</p> |
| <p><u>October</u> Wake Tech CCP Info Session (Ms. Batchelor) Small group referrals & form groups as needed Prepare materials for small groups Small Group permission forms sent home Small Group pre-group interviews Attend School Board Meeting (Stakeholder) In-Service Signs of Suicide Early Release Day PSAT administration - 10th Grade End of Quarter-Evaluation Meeting National College Fair Raleigh *Communicate PSAT info with parents</p> | <p><u>November</u> Check attendance stats for 10 days Parent Night: Social Media Safety lesson Character Ed-Focus on Community Hero Wall (Nov. 1st - 21st) NCSCA Conference (Nov. 8th - 10th) College Application Week (tba) Early Action Week FAFSA opens</p> |

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| <p><u>December</u> Staff Holiday Program Lunch Bunch-Grief Ornaments Deck the Halls-Nov.21st “What do the Holidays mean to you?” PSAT Interpretations</p> | <p><u>January</u> 4 Year Plans with Freshmen (Jan 3) NCVPS Recovery/Remediation Schedule Changes Promotion Conference (Seniors) Conference with Parents/Guardians students at risk of not graduating/failing Coffee Talk-Grandparents Raising Grandchildren Joyful January-Focus on Kindness</p> <ul style="list-style-type: none"> ● Participate in the Great Kindness Challenge sponsored by Dignity Health ● One Voice Assembly ● Kindness Art Contest - “What is Kindness?” <p>Begin Pre-Registration End of Quarter Evaluation Meeting Educate Juniors about ACT</p> |
| <p><u>February</u> Counseling Services Awareness week International Week ACT Testing - 11th graders</p> | <p><u>March</u> Check attendance stats for 10 days Junior Conferences HS Course Selection SAT Registration - 11th graders March Madness Activity End of Quarter Evaluation Meeting Senior Advisor Contact (Mar 19)</p> <ul style="list-style-type: none"> - Contact Advisors about at-risk seniors failing any required course |

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| <p><u>April</u> Parent Conferences- notification of possible retention April 22-Earth Day-Clean Up Day at Local Park (Bass Lake Park?) College Acceptance Information Night Career Day</p> | <p><u>May</u> Registration-Collect parent input forms for student placement Collect teacher input for class lists Teacher Appreciation Week Closing Sessions AP Testing Decision Day Celebration Summer College Visit Planning with Juniors Common App Essays (Junior Homework)</p> |
| <p><u>June</u> Graduation Send Final Student Transcripts End of the Year Counseling Meeting Advisory Council Evaluation Conference with the Principal</p> | <p><u>July</u> Compile Stats & Data Summer Enrichment Summer Thursday Tours Update and Reorganize files Scheduling Finalize CSCP Budget Request Bulletin Boards Program Goal Setting Management Agreement with Principal Develop Guidance Schedule Classroom Guidance Preparation Advisory Lesson Preparation</p> |

On-going Activities

See individual students as needed
Communication with parents
Teacher consultations
Monitor Attendance
Transfer student file reviews
Classroom Guidance
Collect Program Data
Conflict Mediations
Update Website

Referral Team—Weekly Meetings
PLT Team Meeting— Bi-Weekly
Staff Meetings
Academic Monitoring
Student PEPs
Small Groups
Advisory Lesson Planning
504 Conferences