Sebastian Middle School

Angela Fusco

Annual School Counseling Plan Calendar of Events 2017-2018

PREVIOUS JUNE:

* Assist with students who need summer remediation
* Help with registering new students
* Look at the guidance data from the previous year to see about what to implement for the upcoming year in regards to meeting student need.
* Prepare needs assessment for new school year.
* Set up space for WEB Orientation and training dates for WEB Leaders

August

* WEB Leader Training
* WEB Orientation – be sure to send a mailer or alert now to 6th grade students
* Check prerequisite courses and grades to ensure proper scheduling with admin team
* Contact student/parents if schedule needs to be changed due to EOC or FSA reports
* Enroll students new to district through registration meetings
* Participate in Open House – have booth set up or add to PPT
* Review overcrowded classes and make adjustments with admin support
* Attend district school counselor meeting
* Go into 6th grade classrooms to introduce my role as a school counselor
* Coordinate with community sponsors to assist students in the ASSIST program
* Set out Needs Assessment for Students to help shape the guidance calendar

September

* Continue identifying students with needs (truancy, behavior, academics) – begin referrals for counseling, social services, etc.
* Get Blessing in a Bags with Catholic Charities set for students
* Prepare for Red Ribbon Week/Order Supplies
* Review 1st mid-quarter grades and make parent contacts as appropriate
* Attend monthly district guidance meeting
* Attend Regional Guidance Meeting
* Set up Social Event with 6th grade students & WEB Leaders

October

* Coordinate Red Ribbon Week
* Participate in parent/teacher conferences
* Review first quarter grades and make parent contacts as appropriate
* Review Truancy to set up appointments
* Set up Group pertaining to student need (anger management, social skills, behavior)
* Go into classrooms to discuss Bullying/Teasing

November

* Attend Florida School Counselor Conference
* Review 2nd mid-quarter grades and make parent contacts as appropriate
* Coordinate with PTO to set up guest speaker and hold school wide assembly regarding Teen Safety Matters
* Attend District School Counselor Meeting
* Complete all 504 meetings by November
* Set up Suicide Awareness Training for faculty and staff
* Set up Truancy meetings

December

* Help coordinate Winter Holiday Activities for students
* Make second semester schedule changes as appropriate for student need
* Assist families with submitting applications for Firefighters for Families and other community efforts to aid families in need for the holidays
* Coordinate with students who need fresh supplies for the new semester
* Begin referring students for the Girls Group to be held during Eagle Hour
* Set up Truancy meetings

January

* Review 1st semester grades. Contact parents about remediation in second semester.
* Go into classrooms to discuss study habits and test taking skills.
* Begin Girls Group during Eagle Hour
* Set up lesson plan regarding Martin Luther King Jr – guest speakers
* Attend district school counselor meeting

February

* Review 3rd mid-quarter grades and make parent contacts as appropriate
* Lesson plan on Empathy and Random Acts of Kindness
* Request Teachers to nominate rising 8th grade students for WEB program
* Set up Truancy meetings as needed

March

* Participate in parent-teacher conferences
* Review 3rd quarter grades and make parent contacts as appropriate
* Have WEB application available for students
* Have conferences with students who are at risk for not promoting
* Start finalizing Truancy contracts and meetings
* Attending district School Counselor Meeting

April

* Attend district School Counselor Meeting
* Assist with test proctoring
* Review 4th mid-quarter grades and make parent contacts as appropriate
* Conduct interviews and review applications for WEB leaders
* Send home acceptance and wait list letters to WEB applicants
* Have conferences with students who are at risk for not promoting

May

* Assist with finalizing grade promotion
* Help with summer school/virtual school recommendations
* Host/organize a 5th grade middle school visit
* Create list of materials needed for new school year
* Attend final district school counselor meeting
* Host WEB Play Day to help future WEB leaders with learning the activities for Orientation
* Assist with end of year celebrations and activities for students

Ongoing

* Assist with gifted screening process
* Test and assist with ELL/ESOL students
* Attend Leadership and Curriculum Council meeting
* Conduct support groups
* Consult with and make referrals to outside agencies as needed
* Consult with professional resources within the community
* Consult with teachers, administrators, and parents
* Coordinate 504 Plans as needed
* Implement guidance curriculum
* Participate in evaluation, IEP, and homebound conferences
* Participate in PLC activities
* Provide guidance information to parents
* Provide individual counseling sessions as needed
* Daily Peer Leadership Class