

Dunmore High School Monthly Counseling Calendar

<u>July</u>	<u>January</u>
<p>Academic:</p>	<p>Academic: Participation in Child Study Team Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Time on task observations Processing report cards/honor roll/rank Complete college application/transcript paperwork Administer SAT/ACT Coordinate and administer Keystone tests</p>
<p>Career:</p>	<p>Career: Career Exploration Writing Assignments</p>
<p>Personal/Social:</p>	<p>Personal/Social: Individual and group counseling Crisis response as needed Complete Homeless Report</p>
<u>August</u>	<u>February</u>
<p>Academic: Complete class lists/schedules Complete new enrollments Check summer school completions Facilitate the implementation of 504 plans Deal with scheduling issues Complete college application/transcript paperwork</p>	<p>Academic: Parent/Teacher Conference Night Individual academic counseling Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Complete scholarship applications and transcripts</p>
<p>Career:</p>	<p>Career: Various speakers on technical careers</p>
<p>Personal/Social: Crisis response as needed</p>	<p>Personal/Social: Individual and group counseling Crisis response as needed Attend IEP meeting Parent conferences Complete Homeless Report</p>

<u>September</u>	<u>March</u>
<p>Academic: Back to School Night Participation in Child Study Team Meeting Input for ER, RR, and 504 evaluations/referrals Time on task observations Complete schedule changes Complete college application/transcript paperwork</p>	<p>Academic: Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Complete scholarship applications and transcripts Initiate coordination of awards for the Academic Achievement Society and Honor Society Coordinate and facilitate Induction of National Honor Society Administer SAT/ACT</p>
<p>Career: Career Interest Inventory PA Career Zone</p>	<p>Career: Create career graduation portfolio</p>
<p>Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate parent communication Complete Homeless Report Attend IEP meetings</p>	<p>Personal/Social: Individual and group counseling Crisis response as needed Complete Homeless Report Attend IEP meetings</p>
<u>October</u>	<u>April</u>
<p>Academic: Participation in Child Study Team Meeting Input for ER, RR, and 504 evaluations/referrals Time on task observations Facilitate parent/teacher conference requests Participate in Curriculum Development Meeting Complete college application/transcript paperwork Administer SAT/ACT/PSAT</p>	<p>Academic: Individual academic counseling Coordinate Keystone exams Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Facilitate parent/teacher conference requests Work with students to begin the scheduling process for next year. Work with students to input course choice selections. Coordination of awards for the Academic Achievement Society and Honor Society Order and prepare for AP exams Administer SAT/ACT Career graduation presentations</p>

<p>Career: Attend Career Technology Center Counselor Meeting PA Caree Zone Coordinate Junior/Senior Parents Night regarding the College Admissions and Financial Aid Process Career Link Classroom Presentation-soft skills Classroom activities with Juniors for College Information and Majors</p>	<p>Career: Research in Stock Market Activity Field trips as an extension of classroom/career related lessons, such as BodyWorks in NYC or the Holocaust presentation at Marywood University.</p>
<p>Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate parent communication Complete Homeless Report</p>	<p>Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate Risk-Assessment Meeting Facilitate parent communication Complete Homeless Report Attend IEP meetings</p>
<u>November</u>	<u>May</u>
<p>Academic: Processing report cards/honor roll/rank Individual academic counseling Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Attend IEP meetings Complete college application/transcript paperwork Administer SAT/ACT 9th grade visit and tour of Career Technology Center</p>	<p>Academic: Individual academic counseling Coordinate scheduling and administer of Keystone Exams Continue scheduling process Coordination and facilitation of awards for the Academic Achievement Society and Honor Society Administer AP exams Administer SAT/ACT Begin coordination of summer school</p>
<p>Career: Career Research Writing Assignments Coordination of Career Fair</p>	<p>Career: Research in Stock Market Activity Field trips as an extension of classroom/career related lessons</p>
<p>Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meetings Facilitate Risk-Assessment Meeting</p>	<p>Personal/Social: Individual counseling Crisis response as needed Facilitate parent communication Complete Homeless Report</p>

Facilitate parent communication Complete Homeless Report	
<u>December</u>	<u>June</u>
Academic: Individual academic counseling Time on task observations Participation in Child Study Meeting Facilitating grade level meetings Input for ER, RR, and 504 evaluations/referrals Participate in Curriculum Development Meeting Complete college application/transcript paperwork Administer SAT/ACT Return and discuss PSAT results	Academic: Processing report cards/honor roll/rank Process failure lists Communicate with parents regarding summer school requirements Notify parents of student placement Meet with learning support staff to determine special education placements Process all student schedules Administer SAT/ACT Coordinate all gradation activities
Career: Career Fair attended by Juniors Presentations on resume writing, interviewing skills, vocational exploration	Career:
Personal/Social: Individual/group counseling Crisis response as needed Facilitate SAP meeting Facilitate Risk-Assessment Meeting Facilitate parent communication Complete Homeless Report	Personal/Social: Individual counseling Crisis response as needed Facilitate parent communication Complete Homeless Report

