

Mayfield Junior-Senior High School 7-12 Delivery Map of School Counseling Services 2021-2022

Grade level	Program activity/service	Time frame	Activity objective	Person(s) accountable	ASCA domain
7-12	Students in need of summer school: review student failures, contact families, register students for summer school classes and any exams needed, inform administration of summer school transportation needs	June-July	Students who have failed a class will be given the opportunity to retake a class or exam in order to advance to the next grade	School Counselors, Principal	Academic
9-12	Contact students who have scheduling conflicts and fix student schedules	August-September	Students will be in the appropriate selection of academic courses based on interest and availability	School Counselors	Academic
9-12	Contact distance learning host and receive sites to clarify enrollment numbers and any other necessary class details including electronic data enrollment information	August-September	Accurate enrollment and communication for school year	School Counselors/Distance Learning Coordinator	Academic
9-12	Update August Regents scores on overall Regents failure list and determine AIS needs for the school year	August-September	Students who did not meet Regents exam standards will have appropriate support to retake exam in January	School Counselors, Principal	Academic
K-12	Community counseling resources will be distributed to students and parents via email as well as posted to the District website	September	Students and parents will have access to supports outside of the school to help with crisis, especially those related to COVID-19	School Counselors, School Social Worker, Communication Specialist	Social-emotional
10-11	Organize and administer PSAT	September-October	Students will become familiar with standardized testing procedure and the type of questions they can expect when taking the SAT in the spring of their junior year/fall of senior year	School Counselors	College/Career

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10-12	Advertise various virtual college fair and college visit opportunities	September	Students will be able to explore college options and gather information regarding their college search process	School Counselors	College/Career
10-12	College in the High School: inform students of dual enrollment opportunity, explain the registration process, follow up with FMCC registrar, answer questions as needed, and inform parents of dual enrollment opportunities offered	September	Students will be able to earn college credits while in high school at a reduced rate of tuition	School Counselors	Academic, College/Career
12	College application process	September-January	Students will be knowledgeable of college application process and will apply to college with the assistance of their school counselor	School Counselors	College/Career
7	Introduction to 7th grade: explain school counselor role, explain expectations, how to use student portal, how to access grades and report cards/progress reports, activities available for 7th graders. Have students complete a brief survey about themselves.	September	Students will be able to understand the role of the school counselor as their support service and help with the transition up to the jr/sr high school	7th grade School Counselor	Academic, Social-emotional

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12	Senior Planning Conference: counselor will go into senior classrooms and talk about college/careers. Counselor will meet with seniors to review student's credits, career plans, college application process, and provide support for post-secondary plans	September-October	Students will be able to formulate strategies and action plan to meet their post-secondary college and/or career goals	12 grade School Counselor	Academic, College/Career
11	Junior Planning Conference: counselor will meet individually with the entirety of the Junior Class. Counselor, Parents, and Students will meet to review credits, explain college search process, assess post-secondary plans, and check in on overall well-being.	October - December	Students will be able to formulate strategies and action plan to meet their post-secondary college and/or career goals	School Counselor	College Career
10-12	Arrange for students to meet with visiting college admissions representatives	September-November	Students will be able to learn about individual college majors, admissions policies, and unique opportunities available at colleges	School Counselor	College/Career
12	Financial Aid Night: arrange with FMCC Financial Aid Director to host a financial aid night for parents and students	September-October	Students and parents will be able to understand the financial aid process and fill out the FAFSA and TAP forms	12th grade School Counselor	College/Career
11-12	Notify parents and students of AP options including registration, payment, and return of materials	September, May	Provides students the opportunity for Advanced Placement college credit	School Counselors	Academic, College/Career

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12	Maintain Google Classroom of scholarship applications available to current graduating class	September-June	Students will be able to electronically access available scholarships throughout the school year	School Counselors, Guidance Secretary	College/Career
10	Coordinate Career and Technical Center orientation and visit as well as go into classroom to share information about programs	October-December	Students will be able to explore vocational career training opportunity in high school	School Counselors	Academic, College/Career
11-12	SAT and ACT registration and deadlines	October-May	Students and parents will be notified of test dates, registration deadlines, and fee waivers as well as understand the use of testing results in the college application process	School Counselors	College/Career
12	Fulton Montgomery Community College Instant Admit Day	November	Seniors have the opportunity to apply to FMCC and meet individually with an admissions representative to be admitted	School Counselors	College/Career
7-12	Course Guide creation and implementation	November-December	Contact teachers to update and provide students, staff, and parents with the most current courses available for student planning	School Counselors, Principal	Academic
8-11	Pre-scheduling college, career, academic planning classroom Lesson	January	Students will learn time management, study skills, options after high school, graduation requirements, brief college planning, and create their own mission statement	School Counselors	Academic, College/Career

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7-12	CSE and 504 annual reviews	January-June	Provide support, resources, and information to help students achieve their goals	School Counselors, Teachers, Director of Student Services, Parents, Community agencies as necessary, Psychologist, Social Worker	Academic, College/Career, Social-emotional
7-11	Individual scheduling conferences	January-April	Students will have the opportunity to meet individually with school counselor to plan academic program and review post-secondary goals	School Counselors	Academic, College/Career
11	New Visions/Early Admit orientations	February	Juniors will be able to explore advanced educational options available for senior year	School Counselors	Academic, College/Career
8	High school orientation for students and parents	February-March	Students, and especially parents, will learn about high school, credits, courses, graduation requirements, and expectations	School Counselors	Academic
8	PTECH orientation, visitation, and application process	January-February	8th graders will learn about the various PTECH opportunities available	School Counselors, Principal	Academic, College/Career
11	Junior Awards: selection, coordination, and nominations	March-April	Students will have opportunities for scholarships and recognition	School Counselors, Teachers, Principal	Academic

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10	Career and Technical Center applications and enrollment	March-April	Provide appropriate vocational placement for selected students	School Counselors, Principal	Academic, College/Career
12	Graduation Ceremony and Awards	May-June	Coordinate with staff and stakeholders in the community to recognize students receiving various scholarships and awards. Report on diploma types, post-secondary plans, class rank, and honor guard to necessary school personnel for the graduation ceremony program. Coordinate with local newspapers regarding honor guard and graduation awards.	School Counselors, Principal, High School Secretary, District Business Manager, Guidance Secretary	Academic, College/Career
7-12	Master Schedule	May-August	Counselors, under the guidance of administration, will create the master schedule for the following school year	School Counselors, Administration	Academic
6	7th grade orientation	June	Students will learn about procedures and expectations of the junior high school as well as tour the building	School Counselors, Principal, 6th and 7th grade Teachers	Academic, Social-emotional
7-12	Distribute a student needs assessment survey	On-going	Students will be able to identify what their needs are academically, emotionally and socially. This will help to show where programming needs to be adjusted.	School Counselors	Academic, College/Career, Social-emotional
7-12	Review student report cards, progress reports, and create ineligibility list	On-going	Ensure students are academically successful	School Counselor	Academic

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7-12	Coordinate parent-teacher conferences	On-going	Communicate with parents and work with teachers/parents to develop recommendations for student success	School Counselor, Teachers, Parents, Principal	Academic, Social-emotional
7-12	Individual counseling	On-going	Work with students to develop coping strategies and solutions to problems pertaining to academic, social, and/or emotional issues	School Counselors, Social Worker	Social-emotional
7-12	Crisis counseling	On-going	Help students to de-escalate, assess needs, and make contact with community agency, if necessary	School Counselors, Social Worker	Social-emotional
7-12	Referrals to community resources	On-going	Students and families will seek outside supports from agencies specific to their needs	School Counselors, Social Worker	Social-emotional, College/Career
7-12	Academic counseling	On-going	Problem-solve and support students with improving their academic success	School Counselors	Academic
7-12	Weekly Child-Study Team Meeting	On-going	Collaboration between stakeholders regarding high needs students	Principals, School Counselors, Social Worker, Director of Student Services	Academic, Social-emotional

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7-12	Coordination of appropriate testing accommodations for students with disabilities	On-going	Ensure students are provided with appropriate testing accommodations on tests such as Regents exams, College Board exams, and state assessments	School Counselors, Special Education Teachers, Director of Student Services, Principal	Academic
7-12	Parent contact regarding any student concerns and important announcements	On-going	Communicate with parents regarding academic, college, career, social-emotional, and attendance concerns or issues. Ensure parents are aware of important information about programs and opportunities pertaining to their child.	School Counselors	Academic, College/Career, Social-emotional
7-12	Coordinate and attend parent-teacher conferences	On-going	Collaborate with teachers regarding student needs and concerns	School Counselors, Teachers, Social Worker (as needed)	Academic, Social-emotional
7-12	College, career, and social-emotional classroom lessons	On-going	Students will be able to understand and learn about age appropriate career development activities and apply them to their postsecondary plans. Students will learn information and positive ways to cope with social-emotional issues that arise during their adolescent lives.	School Counselors	Academic, College/Career, Social-emotional

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7-12	Registration of new entrants: reviewing transcripts, planning academic program, communicating with previous school, provide tour of building, explain school procedures and regulations, and disseminate pertinent information to teachers, administrators, and support staff	On-going	Students will be comfortable starting a new environment and will be appropriately placed in their academic courses and support services as necessary	School Counselors	Academic, Social-emotional
7-12	Grade Level Team Meetings, PLCs, and Department PLCs	On-going	Coordinate and take meeting minutes, collaborate with teachers on how to support students, get and give student academic/social-emotional updates	School Counselors, Teachers, Social Worker	Academic, Social-emotional
K-12	District Crisis and Safety Plan	On-going	Participate in the yearly meetings, implement district crisis or safety plan as needed	Administrators, School Counselors, Social Worker, Teachers	Social-emotional
K-12	Backpack Program	On-going	Coordinate with Backpack Program teachers and BP Lions Club to give food to students in need K-12	School Counselors, Backpack program Teachers	Social-emotional
7-12	Quarterly Newsletter	On-going	Create a quarterly newsletter that includes guidance office related topics: FYI's important dates, summaries, community resources, workshops, etc.	School Counselors	Academic, College/Career, Social-emotional

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	Professional Development	On-going	Counselors will participate in professional development opportunities throughout the school year to stay current with recent information in the topics of school counseling	School Counselors	Academic, College/Career, Social-emotional
K-12	Collaboration and Consultation	On-going	Constant collaboration and consultation with administration, teachers, parents, social worker, support staff, mental health counselors to support student's needs, address concerns, and aide in their success	School Counselors, Administration, Social Worker, Teachers, Parents, Community Counselors, all other student support team members	Academic, Social-emotional
10-12	Connect Students with Disabilities with ACCES VR Services	On-going	Assisting individuals with disabilities to achieve and maintain employment and to support independent living	School Counselor, ACCESS - VR	College/Career