

New Kent High School Counseling Department
2017-2018 Calendar

Month	Direct and Indirect Student Services	Program Planning, School Support, and Fair Share Duties
August 2017	30th - Registration Day 31st - Freshmen Orientation <ul style="list-style-type: none"> - 504 plan management - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new student - Foreign exchange student management 	10th - School Counseling Department Meeting <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
September 2017	14th - Back to School Night 28th - New Student Social <ul style="list-style-type: none"> - Attend IEP meetings - Child Study Coordination - Early College Scholars facilitation - Enrollment meetings with every new student - Foreign exchange student management - Homebound facilitation and management - Senior Conferences to discuss post-secondary plans - 504 Plan reviews 	14th - School Counseling Department Meeting 27th - SAT Prep Class <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
October 2017	4th - Sophomore Classroom Guidance 24th - Junior Classroom Guidance 26th - College Application Help Day <ul style="list-style-type: none"> - Attend IEP meetings - Child Study Coordination - Early College Scholars facilitation 	5th - SAT Prep Class 7th - October SAT at NKHS 11-13th - Virginia School Counselor Association Fall Conference 11th - PSAT Proctoring and Coordination 12th - SAT Prep Class

	<ul style="list-style-type: none"> - Enrollment meetings with every new student - Foreign exchange student management - Homebound facilitation and management - Senior Conferences to discuss post-secondary plans - 504 Plan reviews 	<p>18th- School Counseling Advisory Council Meeting 19th- School Counseling Department Meeting 19th- SAT Prep Class 26th- SAT Prep Class</p> <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
<p>November 2017</p>	<p>1st- Freshmen Classroom Guidance 6th- Program of Study/Scheduling Worksheet to students 7th- End of first marking period- review/meet with F list students 14-15th- Junior Course Requests for 2018-2019 by homeroom sessions 28-29th- Sophomore Course Requests for 2018-2019 by homeroom sessions</p> <ul style="list-style-type: none"> - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new student - Foreign exchange student management - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management - Senior Conferences to discuss post-secondary plans - 504 Plan reviews 	<p>1st- SAT Prep Class 5th- November SAT at NKHS 9th- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Chesapeake Bay Governor's School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision

<p>December 2017</p>	<p>5-6th- Freshmen Course Requests for 2018-2019 by homeroom sessions 13th- Class of 2017 Alumni Panel</p> <ul style="list-style-type: none"> - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new student - Foreign exchange student management - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management 	<p>14th- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Bridging Communities Technical Center Coordination - Chesapeake Bay Governor's School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision
<p>January 2018</p>	<p>16-17th- 8th grade Scheduling/Welcome to High School nights 29th- End of second marking period-review/meet with F list students</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new student - Foreign exchange student management - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management - Junior conferences for academic and career advising 	<p>11th- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Bridging Communities Technical Center Coordination - Chesapeake Bay Governor's School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision
<p>February 2018</p>	<p>27th- Junior classroom guidance</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new 	<p>1st- Send mid-year transcripts to all colleges students applied to 5-9th- National School Counseling Week 8th- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Bridging Communities Technical Center

	<p>student</p> <ul style="list-style-type: none"> - Foreign exchange student management - Homebound facilitation and management - Junior conferences for academic and career advising 	<p>Coordination</p> <ul style="list-style-type: none"> - Chesapeake Bay Governor's School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
March 2018	<p>6th- Sophomore classroom guidance 13th- Freshmen classroom guidance 22nd- Rappahannock Community College Field Trip</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new student - Foreign exchange student management - Homebound facilitation and management - Junior conferences for academic and career advising - Sophomore conferences to create resumes 	<p>1st- Review diplomas and seals for all seniors 3rd- March SAT at NKHS 8th- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Bridging Communities Technical Center Coordination - Chesapeake Bay Governor's School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
April 2018	<p>11th- End of third marking period- review/meet with F list students 26th- Rising 9th grade panel</p> <ul style="list-style-type: none"> - AP testing coordination and planning - Assist in middle school transition - Attend IEP meetings - Child Study Coordination - Enrollment meetings with every new 	<p>12th- School Counseling Department Meeting 17th- AP Pre-Administration</p> <ul style="list-style-type: none"> - Bridging Communities Technical Center Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management

	<p>student</p> <ul style="list-style-type: none"> - Foreign exchange student management - Homebound facilitation and management - Sophomore conferences to create resumes 	<ul style="list-style-type: none"> - Twitter and website management - Virtual Virginia supervision - VPT Testing for Dual Enrollment students
May 2018	<p>10th- School Counseling Advisory Council 24th- Scholarship Ceremony</p> <ul style="list-style-type: none"> - AP testing coordination and planning - Assist in middle school transition - Attend IEP meetings - Child Study Coordination - Continue to track senior progress/final plans - Enrollment meetings with every new student - Foreign exchange student management - Homebound facilitation and management - Sophomore conferences to create resumes 	<p>2nd- School Counseling Department Meeting 7th- AP Psychology Exam 8th- AP Physics I Exam 9th- AP English Lit Exam 10th- AP US Government Exam 11th- AP US History Exam 11th- AP Studio Art portfolios due 14th- AP Biology Exam 15th- AP French Exam 17th- AP Statistics Exam 18th- AP Human Geography Exam 18th- Notification of all scholarships awarded submitted to School Counseling to be recognized at Scholarship Ceremony</p> <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Review 2018-2019 schedules - Scheduling for current and next school year - Scholarship management - Twitter and website management - Virtual Virginia supervision
June 2018	<p>14th- Graduation Practice 15th- End of fourth marking period- review F list students 15th- Graduation</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP meetings 	<p>2nd- June SAT at NKHS 7th- School Counseling Department Meeting 12th- Senior diploma and seal final meeting</p> <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Review 2018-2019 schedules

	<ul style="list-style-type: none">- Child Study Coordination- Enrollment meetings with every new student- Foreign exchange student management- Homebound facilitation and management	<ul style="list-style-type: none">- Scheduling for current and next school year- Scholarship management- Send final transcripts to colleges- Twitter and website management- Update senior data in PowerSchool (diploma, seals, grad plans, etc.)- Virtual Virginia supervision
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