

New Kent High School Counseling Department
2017-2018 Calendar

Ongoing Activities/Responsibilities

- 504 Plan Management
- AP Testing Coordination
- Assist in Middle School Transition
- Attend IEP Meetings
- Bridging Communities Technical Center Coordination
- Chesapeake Bay Governor's School Coordination
- Child Study Coordination
- Collaborate with the Early College Academy Process
- Consultation
- Enrollment Meetings with every New Student
- Foreign Exchange Student Management
- Homebound Management
- Individual Counseling
- Intervention Plans
- Leadership Development Management
- Members of the Crisis Team
- SAT Testing
- Scheduling for Current and Next School Year
- Scholarship Management
- Twitter Management
- Virtual Virginia Management
- VPT Testing for Dual Enrollment Students
- Website Management

August 2017

Date	Time	Activity
August	Ongoing	Review/Adjust Student Schedules
August 10	10:00-11:30 am	School Counseling Department Meeting
August 30	8:00-11:00 am, 3:00-6:00 pm	Registration
August 31	8:00-11:00 am	Freshmen Orientation

September 2016

Date	Time	Activity
September- November	Ongoing	Senior Conference- Counselor's meet individually with each senior to discuss post high school plans.
September- November	Ongoing	Complete all 504 updates
September		Early College Scholars- Students complete paperwork, enter data in PowerSchool
September 14	10:00-11:30 am	School Counseling Department Meeting
September 14	5:00-7:00 pm	Back to School Night
September 19	10:40-11:05 am	Parchment Registration Session with Seniors
September 27	6:30-8:30 pm	SAT Prep Class
September 28	10:40-11:05 am	New Student Social

October 2016

Date	Time	Activity
September- November	Ongoing	Senior Conference- Counselor's meet individually with each senior to discuss post high school plans.
October- November	Ongoing	Complete all 504 Updates
October 4	English 10 Classes	Sophomore Classroom Guidance- Making the Most of Your High School Experience
October 5, 12, 19, 26	6:30-8:30 pm	SAT Prep Class
October 7	7:30 am- 12:45 pm	October SAT at New Kent
October 11	7:30 am- 12:00 pm	PSAT Coordination and Proctoring
October 11-13	All Day	Virginia School Counselor Association Conference
October 18	2:45-3:45 pm	School Counseling Advisory Committee Meeting

October 19	10:00-11:30 am	School Counseling Department Meeting
October 24	VA/US History Classes	Junior Classroom Guidance- Timeline Activity

November 2016

Date	Time	Activity
September- November	Ongoing	Senior Conference- Counselors meet individually with each senior to discuss post high school plans.
October- November	Ongoing	Complete all 504 Updates
November- January	Ongoing	Freshmen Conferences- Counselors meet individually with freshmen to complete their Academic and Career Plans
November 1	Health/PE 9 Classes	Freshmen Classroom Guidance- All GPA's Are Not the Same
November 1	6:30-8:30 pm	SAT Prep Class
November 5	7:45 am- 12:45 pm	November SAT at New Kent
November 6	Homeroom	Program of Study/Scheduling Worksheet to Students
November 7	Ongoing	End of First Marking Period- Review/meet with F list students
November 9	10:00-11:30 am	School Counseling Department Meeting
November 14, 15	All Day	Junior Course Requests for 2018-2019 by Homeroom Sessions
November 28, 29	All Day	Sophomore Course Requests for 2018-2019 by Homeroom Sessions

December 2016

Date	Time	Activity
November- January	Ongoing	Freshmen Conferences- Counselors meet individually with freshmen to complete their Academic and Career Plans
December- January	Ongoing	Bridging Communities Technical Center Application Process
December 5, 6	All Day	Freshmen Course Requests for 2018-2019 by Homeroom Sessions
December 13	12:30-2:30 pm	Class of 2017 Alumni Panel

December 14	10:00-11:30 am	School Counseling Department Meeting
Late December	Ongoing	Course Registration Follow Up

January 2017

Date	Time	Activity
November- January	Ongoing	Freshmen Conferences- Counselors meet individually with freshmen to complete their Academic and Career Plans
December- January	Ongoing	Bridging Communities Technical Center Application Process
January- March	Ongoing	Junior Conferences- Counselors meet individually with juniors for Academic and Career Advising
January 11	10:00-11:30 am	School Counseling Department Meeting
January 16, 17	6:30-8:30 pm	8 th grade scheduling nights
January 29		End of Second Marking Period- Review/meet with F list students

February 2017

Date	Time	Activity
January- March	Ongoing	Junior Conferences- Counselors meet individually with juniors for Academic and Career Advising
February 5-9	Ongoing	National School Counseling Week
February 8	10:00-11:30 am	School Counseling Department Meeting
February 27	VA/US History Classes	Junior Classroom Guidance- Timeline Activity
February	At Change of Semester	Send Mid-Year Transcripts to all colleges students applied to

March 2017

Date	Time	Activity
January- March	Ongoing	Junior Conferences- Counselors meet individually with juniors for Academic and Career Advising
March- May	Ongoing	Sophomore Conferences- Counselors meet individually with sophomores to work on resume creation

March 1	8:00 am- 12:00 pm	Review Diplomas and Seals for all Seniors
March 3	7:30 am- 12:45 pm	March SAT at New Kent
March 6	English 10 Classes	Sophomore Classroom Guidance- Making the Most of Your High School Experience
March 8	10:00-11:30 am	School Counseling Department Meeting
March 13	Health/PE 9 Classes	Freshmen Classroom Guidance- All GPA's Are Not the Same
March 22	All Day	Rappahannock Community College Field Trip
March TBD	TBD	Chesapeake Bay Governor's School Applications Due
March TBD	TBD	Chesapeake Bay Governor's School Interviews and Testing

April 2017

Date	Time	Activity
March- May	Ongoing	Sophomore Conferences- Counselors meet individually with sophomores to work on resume creation
April 11	Ongoing	End of Third Marking Period- Review/meet with F list students
April 12	10:00-11:30 am	School Counseling Department Meeting
April 17	1:15-2:00 pm	AP Pre-Administration
April 26	10:40-11:05 am	Rising 9 th Grade Panel
April TBD	TBD	CBGS Notification Letters Sent to Applicants

May 2017

Date	Time	Activity
March- May	Ongoing	Sophomore Conferences- Counselors meet individually with sophomores to work on resume creation
May	Ongoing	Continue to track Senior progress/final plans
May-June	Ongoing	Review 2018-2019 Schedules
May 9, 10, 11, 14, 18	Ongoing	AP Testing
May 2	10:00-11:30 am	School Counseling Department Meeting
May 10	2:45-3:45 pm	School Counseling Advisory Committee Meeting
May 18	3:00 pm	Notification of all Scholarships Awarded Submitted to

		School Counseling to be Recognized in the Scholarship Ceremony
May 24	6:30-8:00 pm	Scholarship Ceremony

June 2017

Date	Time	Activity
May-June	Ongoing	Review 2018-2019 Schedules
June 2	7:30 am- 12:45 pm	June SAT at New Kent
June 7	10:00-11:30 am	School Counseling Department Meeting
June 12	8:00 am- 12:00 pm	Senior Diploma and Seal Final Meeting
June 14	8:00-11:30 am	Graduation Practice
June 15	7:00 pm	Graduation
June 15	Ongoing	End of Fourth Marking Period- Review F list students
By June 22	Ongoing	Update Senior Data in PowerSchool (Diploma, Seals, Grad Plans, etc.)