

New Kent High School Counseling Department

2022-2023 Calendar

(Dates and activities are subject to change)

Month	Direct and Indirect Student Services	Program Planning, School Support, and Fair Share Duties
August 2022	<ul style="list-style-type: none"> - Attend IEP/504/CS/Progress meetings - New Enrollments - Foreign exchange student management - Safety Plans - meet w/parent, admin, student prior to the start of school 	<p>9- 11 month counselors return</p> <p>16- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision
September 2022	<ul style="list-style-type: none"> - Attend IEP/504/CS/Progress meetings - Early College Scholars facilitation - Homebound facilitation and management - Senior Conferences to discuss post-secondary plans - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention <p>21 -Lunch visit</p>	<p>14- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - Crisis Team Meeting - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision
October 2022	<ul style="list-style-type: none"> - Attend IEP/504/CS/ProgressIEP meetings - Early College Scholars facilitation - Senior Conferences to discuss post-secondary plans - Safety Plan check ins <p>5 - College App Help Day</p> <ul style="list-style-type: none"> - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>17 - Classroom lessons 10th grade</p> <p>24 - Classroom lessons 11th grade</p> <p>25 - Financial Aid Night</p>	<p>5 - Interim 1</p> <p>13- School Counseling Department Meeting</p> <p>12- PSAT support</p> <p>19-21- VSCA Conference</p> <p>1 - October SAT at NKHS</p> <ul style="list-style-type: none"> - Crisis Team members - BCTC/DE management - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision
November 2022	<ul style="list-style-type: none"> - Attend IEP/504/CS/Progress meetings - Foreign exchange student management - Senior Conferences to discuss post-secondary plans - Sophomore Conferences with student and parent to discuss Academic and Career Plan - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>14 - Classroom lessons 9th grade</p>	<p>5 - November SAT at NKHS</p> <p>9- School Counseling Department Meeting</p> <p>9- End of first marking period- review/meet with F list students</p> <ul style="list-style-type: none"> - Chesapeake Bay Governor's School Coordination - Crisis Team members - BCTC/DE management - Leadership Development management - Scheduling for current and next school year

	<p>15 - Classroom lessons 12th grade 16 - Lunch visit</p>	<ul style="list-style-type: none"> - Scholarship management - Website and Schoology management - Virtual Virginia supervision
<p>December 2022</p>	<ul style="list-style-type: none"> - Attend IEP/504/CS/Progress meetings - Foreign exchange student management - Sophomore Conferences with student and parent to discuss Academic and Career Plan - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>14 -Lunch visit</p>	<p>14- School Counseling Department Meeting 16 Intermin 2</p> <ul style="list-style-type: none"> - BCTC/DE management - Chesapeake Bay Governor’s School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision
<p>January 2023</p>	<p>4 -Grad Panel 7 - Make up scheduling 11-12 8th grade Scheduling/Welcome to High School nights 13 - College App Help Day 28- 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/504/CS/Progress meetings - Foreign exchange student management - Homebound facilitation and management - Junior conferences for academic and career advising - Sophomore Conferences with student and parent to review Academic and Career Plan - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>18 - Lunch visit</p>	<p>11- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - BCTC/DE management - Chesapeake Bay Governor’s School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision
<p>February 2023</p>	<p>1- Second semester begins 23 -Scholarship help Day</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP/504/CS/Progress meetings - Homebound facilitation and management - Junior conferences for academic and career advising - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>15 - Lunch visit</p>	<p>Send mid-year transcripts to all colleges students have applied to 6-10- National School Counseling Week 8- School Counseling Department Meeting 10- Review diplomas and seals for all seniors</p> <ul style="list-style-type: none"> - BCTC/DE management - Chesapeake Bay Governor’s School Coordination - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management

		<ul style="list-style-type: none"> - Website and Schoology management - Virtual Virginia supervision
March 2023	<p>TBD- Rappahannock Community College Field Trip</p> <p>TBD- Scholarship Help Sessions</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP/504/CS/Progress meetings - Foreign exchange student management - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management - Junior conferences for academic and career advising - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>15 - Lunch visit</p>	<p>8- School Counseling Department Meeting</p> <p>8th - Interim 3</p> <p>11- March SAT at NKHS</p> <p>30- ASVAB</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 - Website and Schoology management - Virtual Virginia supervision - BCTC/DE Organization & Mngmt.
April 2023	<p>12th- End of third marking period- review/meet with F list students</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP/504/CS/Progress meetings - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management - Safety Plan check ins - SIT meeting organization/facilitation - Individual student meetings <p>19 - Lunch visit</p>	<p>12- School Counseling Department Meeting</p> <p>TBD- VPT Testing for DE Classes</p> <p>TBD- Crisis Team Meeting</p> <ul style="list-style-type: none"> - Crisis Team members - Leadership Development management - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision - BCTC/DE Mngmt.
May 2023	<p>25th- Scholarship Ceremony</p> <ul style="list-style-type: none"> - Assist in middle school transition <ul style="list-style-type: none"> o MS advisory (counselor/student/admin visit) - Attend IEP/504/CS/Progress meetings - Continue to track senior progress/final plans - Freshmen Conferences to complete Academic and Career Plans - Homebound facilitation and management - Safety Plan check ins - SIT meeting organization/facilitation - Crisis intervention - Individual student meetings <p>17 - Lunch visit</p>	<p>10- School Counseling Department Meeting</p> <ul style="list-style-type: none"> - AP Testing <p>16th - Interim 4</p> <p>TBD- 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 2022-2023 schedules - Scheduling for current and next school year - Scholarship management - Website and Schoology management - Virtual Virginia supervision - BCTC/DE Mngmt.
June 2023	<p>8th - Graduation Practice</p> <p>9th- Graduation</p> <ul style="list-style-type: none"> - Assist in middle school transition - Attend IEP/504/CS/Progress meetings 	<p>3- June SAT at NKHS</p> <p>7- School Counseling Department Meeting</p> <p>6- Senior diploma and seal final meeting</p> <p>16th- End of fourth marking period- review F list students</p>

- Freshmen Conferences to complete Academic and Career Plans
- Homebound facilitation and management
- Safety Plan check in
- SIT meeting organization/facilitation
- Crisis intervention
- Individual student meetings

- 21-** Planning/calendar meeting for the next school year
- Crisis Team members
 - Leadership Development management
 - Review 2022-2023 schedules
 - Scheduling for current and next school year
 - Scholarship management
 - Send final transcripts to colleges
 - Website and Schoology management
 - Update senior data in PowerSchool (diploma, seals, grad plans, etc.)
 - Adjust retained students in PS
 - Report cards - retained/promoted
 - Virtual Virginia supervision
 - BCTC/DE Mngmt.
- 29** - 11 month counselors last day