

12th Grade Counseling Timeline

ACTIVITY	DESCRIPTION	KEY AREA
12th Grade Schedule Change Day	12th grade students may come to the counseling office to request schedule changes.	Individual Student Planning
National Merit Finalist Applications	For nominated seniors, counselors facilitate the National Merit Scholarship Finalist application process.	Individual Student Planning
Mentor Homeroom Visits	Junior and senior mentor visits to homerooms on a weekly visit facilitated/coordinated by the counseling department.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
New Student Orientation	Counselors and both senior and junior mentors host an orientation for incoming 9th graders, including former parochial school students. Counselors review student schedules, and discuss ways to get involved in the high school. Mentors conduct student activities and assist in walking students through their schedules.	Guidance Curriculum; System Support
9th Grade Open House	Mentors are available to answer questions and escort incoming 9th graders as students tour the building.	Guidance Curriculum; System Support
Financial Aid Seminar	Counselor presentation about Financial Aid	Individual Student Planning; System Support
Senior Meeting	12th graders attend a presentation by counselors to discuss counseling resources.	Individual Student Planning
Senior Parent Meeting	Counselors present to senior parents about post high school plans.	Individual Student Planning; System Support
Study Skills Program	Students may opt to attend an after-school program designed to help students maximize learning by promoting positive study, homework, test-prep, and test-taking skills.	Guidance Curriculum
SAT Prep Course	Students may opt to attend a six-week SAT Prep Course in advance of the SAT given at USCHS. The counseling department coordinates and facilitates this course.	System Support
9th Grade Field Day	Mentors organize and run team building activities for 9th graders.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Open House	Counselors are available to discuss department programs as parents tour the high school.	System Support
College Fair	Students may opt to attend an annual College Fair presented as a joint effort with Bethel Park High School, Peters Township High School, and South Fayette High School.	Individual Student Planning; System Support
PAYS/Natural Helpers Survey	Students take part in either PAYS or Natural Helpers Survey	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support

Natural Helpers Retreat	Senior students selected as Natural Helpers attend counselor supervised training.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Words Matter Presentation	Approximately 60 junior and senior mentors travel to Ft. Couch to present to all 8th graders an anti-bullying program they have developed.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Social Media Presentation	Counselor presentation about Social Media.	Prevention, Intervention, & Responsive Services
Study Skills Program	Students may opt to attend an after-school program designed to help students maximize learning by promoting positive study, homework, test-prep, and test-taking skills.	Guidance Curriculum
Seniors in Danger of Failing	Counselors meet with seniors in danger of failing.	Prevention, Intervention, & Responsive Services
Bullying Presentation	Counselor presentation about Bullying	Prevention, Intervention, & Responsive Services
Study Skills Program	Students may opt to attend an after-school program designed to help students maximize learning by promoting positive study, homework, test-prep, and test-taking skills.	Guidance Curriculum
Graduation Project Meetings	Counselors meet with seniors to facilitate completion of graduation projects.	Prevention, Intervention, & Responsive Services
Mentor Visits	Mentors and counselor visit 8th graders to discuss academic, social, and transitional issues.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Mentor Office Hours	Mentors host an open forum to answer questions presented by 8th graders -- similar to "college professor office hours."	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
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AP Tests @ USCHS	Counseling department oversees and administers approximately 30 different tests.	System Support
Senior Credit Requirement Checks	Counselors check senior's academic records and meet with seniors regarding credit requirements.	Prevention, Intervention, & Responsive Services
Seniors in Danger of Failing	Counselors meet with seniors in danger of failing.	Prevention, Intervention, & Responsive Services
Senior Failure Letters	Counselors send out letters to seniors in danger of not graduating.	Prevention, Intervention, & Responsive Services
Mentor Visits	Mentors and counselor visit 8th graders to discuss academic, social, and transitional issues.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Awards Night	Awards and scholarships presented to deserving students.	System Support
Senior Questionnaire	Seniors fill out the online questionnaire in Naviance.	System Support
Natural Helpers Presentation	Counseling department coordinates and facilitates a presentation espousing the dangers of drinking and driving.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Mentor Office Hours	Mentors host an open forum to answer questions presented by 8th graders -- similar to "college professor office hours."	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Simulation Day	Counselors and administrators welcome 8th graders to the high school. Junior mentors guide and assist 8th graders in locating classrooms and answer questions regarding sample schedules.	Guidance Curriculum
Summer School Orientation	Counseling department presents an orientation for students participating in summer school.	System Support
Summer School	Counseling department facilitates and oversees summer school program.	System Support

YEARLONG COUNSELING RESOURCES		
Peer Tutoring	Students can opt to become peer tutors at the high school, Ft. Couch, or Boyce in a program facilitated/coordinated by the counseling department.	Guidance Curriculum; Prevention, Intervention, & Responsive Services; System Support
Scholarships	Counseling department advertises and coordinates scholarship applications. Counselors write letters of recommendation.	Individual Student Planning
NCAA Eligibility	Counseling department facilitates student-athlete certification by the NCAA Eligibility Center to compete at an NCAA Division I or II school.	Individual Student Planning
Military Options	Counseling department communicates and facilitates student military options.	Individual Student Planning
Parkway West Career and Technology Center	Students can opt to participate in a vocational program through Parkway West. The counseling department communicates, coordinates, and facilitates student participation in this vocational program.	Individual Student Planning; System Support
College Visits	Students may opt to attend visits by college, university, technical school, and military representatives.	Individual Student Planning; System Support
Office of Vocational Rehabilitation	Students can opt to participate in vocational rehabilitation services that help persons with disabilities prepare for, obtain, or maintain employment. The counseling department facilitates student participation in OVR.	Individual Student Planning; System Support
Waterfront Online Courses	Qualified students who have met with their counselors and been approved may opt to participate in Waterfront Learning, a service offered by the Allegheny Intermediate Unit. Waterfront offers diverse online course options to qualified students. The counseling department coordinates and facilitates this program for students.	System Support
Community Based Learning	Juniors and seniors may participate in the Community Based Learning Program. CBL is an experiential learning activity for juniors and seniors that provides students with first-hand experience in an identified work place to develop a sense of responsibility and confidence and explore careers of interest. The program is coordinated and facilitated by the counseling department.	Guidance Curriculum; Individual Student Planning; System Support
Career Exploration Opportunity	Students may participate in the Career Exploration Opportunity. CEO allows interested students to job shadow to gain insight into their career of choice. The counseling department facilitates and coordinates this program.	Guidance Curriculum; Individual Student Planning; System Support
Student Support Services S3	Student Support Services (S3) is a service at Upper St. Clair High School designed to help students who are having difficulty experiencing success in school. The counseling department coordinates this program year-round.	Prevention, Intervention, & Responsive Services
Magistrate Hearings	Counselors attend hearings with students appearing before the local magistrate.	Prevention, Intervention, & Responsive Services
Scheduling - Add/Drop	Counselors facilitate scheduling during eight Add/Drop periods.	Individual Student Planning
IEP and 504 Meetings	Counselors attend IEP and 504 Service Agreement meetings with parents, school psychologist, and teacher.	Individual Student Planning
Letters of Recommendation	Counselors write letters of recommendation for students.	Individual Student Planning

Services for Students with Disabilities (SSD) Accomodations	Counselors submit requests for accomodations and provide appropriate documentation.	Individual Student Planning
MYP Projects	Counselors supervise MYP Projects for students	Individual Student Planning; System Support
504 Service Agreements	Counselors facilitate implementation and management of service agreements	Prevention, Intervention, & Responsive Services
Consultation with outside agencies	Counselors are available to consult with outside agencies, such as CYF and Social Security Administration, regarding students.	Prevention, Intervention, & Responsive Services
Keystone Exams	Counseling department helps manage and facilitate accomodations for students taking Keystone exams.	System Support
Counseling Website	Counseling department maintains a counseling website with useful information and resources for students, teachers, and parents.	Guidance Curriculum;
Counseling Newsletter	Counseling department publishes a comprehensive, monthly newsletter for student, teachers, and parents.	Guidance Curriculum;
CANVAS	Counseling department maintains a counseling presence in the school's online learning management system - CANVAS.	Guidance Curriculum;