

Middle School Counselor Sample Calendar of Activities (Meets requirements of BRIDGE Legislation)

August

- Distribute Guidance and Counseling Program to administration and staff.
- Review state and system guidance and counseling related policies and laws to plan guidance activities and provide information to appropriate staff.
- Assist in providing orientation to new middle school students, teachers, and parents on guidance, counseling, and advisement services.
- Use data collected at the school site to plan guidance curriculum and closing the achievement gap activities.
- Finalize the guidance and counseling calendar of activities and coordinate with other stakeholders.
- Assist principal and teachers with appropriate class placement.
- Ensure that students create on-line career information system accounts (ex. GaCollege411, GCIS, etc). Provide information on ethical, legal, and confidential issues related to teacher advisement system.
- Conduct student, parent, and staff surveys to assess needs.

September

- Identify the needs of At-Risk, Accelerated Learner, ELL, and Exceptional Education students.
- Confirm dates for statewide testing.
- Inform parents, guardians, and students of the time line, scheduling, and preparation of individual graduation plans necessary for eighth grade students.
- Provide classroom invitations to students that introduce guidance and counseling program that will assist them in evaluating academic skills and career interests.
- Provide information to parents regarding on-line student career information accounts.
- Continue to monitor the creation of student on-line career information system accounts.
- Provide information and assistance to students in developing on-line student accounts.

October

- Provide counseling, and advisement on career exploration, career pathways, and career interest inventories through classroom guidance activities to sixth, seventh, and eighth grades.
- Maintain the necessary data and reports on the on-line student accounts.
- Individual counseling (ongoing)
- Review student progress reports for targeted advisement or counseling intervention.
- Present update on guidance topics to staff.
- Provide classroom guidance sessions on bullying prevention and other school climate, personal/social topics.
- Complete GaCollege411 (or other on-line) student accounts.
- Participate and consult with counselor supported teacher as advisor activities.
- Start eighth grade individual parent and student conferences to develop individual graduation plans (Must be completed before the end of second semester of eighth grade).

November

- Continue with classroom guidance activities.
- Group guidance and counseling activities
- Individual counseling (ongoing)
- Conduct academic counseling for closing the achievement gap targeted students.
- Participate and consult with counselor supported teacher as advisor activities.
- Continue with eighth grade individual parent and student conferences to develop individual graduation plans (Must be completed before the end of second semester of eighth grade).

December

- Review student progress reports for targeted advisement or counseling intervention.
- Consult with school social worker on student attendance issues.
- Continue individual counseling.

January

- Review GaCollege 411 student accounts.
- Continue with eighth grade parent and student conferences to develop individual graduation plans.
- Continue individual/ or group guidance activities.
- Continue with eighth grade parent and student conferences to develop individual graduation plans.
- Review Action Plans with school principal for any adjustments.
- Review school based data to plan for advisement, academic or personal guidance or counseling.
- Participate and consult with counselor supported teacher as advisement activities.

February

- Review and conduct appropriate follow up with eighth parents and students who have not scheduled for individual appointments for development of individual graduation plans.
- Conduct academic counseling for closing the achievement gap targeted students.
- Consult and coordinate with school social worker for follow up with students and parents with attendance related issues that prevented them from attending scheduled individual graduation plan development meetings.
- Participate and consult with counselor supported teacher as advisement activities.
- Complete all student and parent individual advisement and counseling for individual graduation plan.
- Celebrate National School Counselors' Week.

March

- Review testing schedule.
- Conduct classroom guidance activities to prepare and motivate students for test taking.
- Provide support and test taking information updates to administration and staff.
- Plan transition activities in consultation with other stakeholders.
- Continue individual or group counseling sessions.
- Plan career exploration activities.
- Conduct academic counseling for closing the achievement gap targeted students.
- Consult with teachers and parents of students with academic and career interest deficiencies.

April

- Coordinate transition activities and high school visits for students.
- Continue with testing activities.
- Review and analyze post closing the achievement intervention data and results.
- Evaluate the school guidance and counseling program.

May

- Review and finalize student reenrollment for next year.
- Complete results of school counseling program evaluation and plan for program improvements.
- Meet with school administration to discuss results.

