

SCHOOL COUNSELING CURRICULUM CALENDAR GRADES 9 - 12

MONTH	Topics by Grade			
	9	10	11	12
September	Orientation to HS with Link Crew			Senior Meeting Senior Parent Meeting Transcript Request
October	Career Day Career Cruising	Career Day Career Cruising	Career Day Career Cruising Testing – PSAT	Career Day <u>Seminars:</u> Transcript Request Scholarship Search Financial Aid Seminar College App. Night
November			ACP Conference CTEERS Survey ASVAB	Career Cruising CTEERS Survey ASVAB
December			ACP Conference CTEERS Survey	
January				Local Scholarships Scholarship Work Nite
February	Course Fair Registration – Class Presentations Course Requests	Course Fair Registration – Class Presentations Course Requests	Course Fair Registration – Class Presentations ACT Prep Seminar ACT/Work Keys Course Requests	Course Fair Course Requests
March	Resolving Scheduling Conflicts	Resolving Scheduling Conflicts	Resolving Scheduling Conflicts	Resolving Scheduling Conflicts
April	Aspire Test	Aspire Test Forward Test		
May			<i>AP Testing</i>	Scholarship Night <i>AP Testing</i>
June	Summer School	Summer School	Summer School	Graduation

SCHOOL COUNSELING CURRICULUM CALENDAR

UNIT TOPIC DESCRIPTIONS

To access any of the counseling presentations, visit this webpage:
<http://www.portage.k12.wi.us/hs/Presentations.cfm>

9th GRADE

Freshman Orientation:

Freshmen students are welcomed by Link Crew Leaders. They familiarize students with the high school; encourage a fresh start both academically and socially, school tour, how to read your schedule, Activity Fair, Chromebook dissemination. See *Freshman Orientation Presentation*.

Academic and Career Planning:

- Meet with school counselors to review graduation credits, create a four-year plan in English class, and encourage academic success.
- Building on the career exploration at the middle school, students identify careers that match their interests
- School counselors interpret the results of the FORWARD test taken in 8th grade.

Course Fair:

High school students are given opportunity to explore course offerings prior to registration. Eighth (8th) grade parent/student meeting to familiarize them with the high school and the course choices, high school teachers and expectations. See *Course Fair Presentation*.

Registration:

Academic planning according to career choices. Large group presentations in history classes followed up with online course registration and individual meetings with counselor.

10th GRADE

Academic and Career Planning:

Review career interest inventories and explore specific careers of interest within a career cluster.

ASPIRE and FORWARD Test:

Students complete testing in April.

Course Fair:

High school students are given opportunity to explore course offerings prior to registration.

Registration:

Academic planning according to career choices. Large group presentations in history classes followed by online registration.

11th GRADE

ACT Prep Seminar:

Interested students attend this seminar to gain tips and hints on taking this test. Given one week prior to the state test administered in February. **See ACT Prep Seminar presentation.**

ACT/Work Keys:

The ACT is taken by all students in their junior year as a state mandated test. This test is used for college admission and students may take additional tests on national test dates.

ASVAB:

The Armed Services Vocational Aptitude Battery is an optional test offered to juniors and seniors. It can be used as an additional career assessment tool with no obligation to join the military. It is required for any student enlisting in the armed forces.

PSAT:

Students who are interest in the National Merit Scholarship may sign up to take this test.

Academic and Career Planning/Conference with Parent(s) and Student:

Counselors present data from test scores and Career Cruising, and Infinite Campus transcript to discuss realistic career goals and academic planning. Parent/student will be provided with a packet of resources as a result of this conference. Topics include post-secondary goals, and resources needed to reach those goals. Plans can include education, apprenticeships, military service and/or employment.

CTEERS Survey:

Juniors complete survey indicating their post-secondary plans. This is completed as part of the ACP Conference.

Registration:

Conduct academic planning according to student's career choices. Large group presentations in history classes are followed up by online course registration.

12th GRADE

Senior Meeting:

Large group class meeting to review graduation requirements, important dates/deadlines, and counselor services. **See Senior Meeting presentation.**

Senior Parent Meeting:

Large group meeting for parents during Open House. Parents receive important information regarding their child's senior year – disburse information to parents. **See Senior Parent Meeting presentation.**

Transcript Request Seminar:

Students learn how to use the Parchment website to request transcripts electronically for college admissions.

Scholarship Seminar:

Tips and hints on readying oneself for the scholarship search. **See Scholarship Prep presentation.**

College Goal Wisconsin: Financial Aid Seminar:

Presented by UW-Baraboo personnel. This seminar focuses on FAFSA completion.

Local Scholarship Seminar:

Seniors receive the scholarship booklet and large group instruction on how to apply. A follow-up work night is scheduled later in January. **See Local Scholarships presentation.**

Senior Exit Survey:

Seniors complete survey indicating their post-secondary plans. Transcript information is sent to institution they indicate.

Scholarship Awards Night:

Ceremony for seniors receiving college scholarships are invited to attend.

Graduation:

Final grade evaluation; certify that seniors have met graduation requirements.

9th-12th Grade: Ongoing Counseling Activities

- **504 Plan Case Management**: Counselors monitor annual review of 504 Plan after initial plan is complete through parent, teacher and student contact.
- **Academic Progress Monitoring**: Counselors run grade reports on a regular basis to identify students in need of intervention and/or regular monitoring.
- **Attendance Meetings**: Counselors participate in truancy meetings with parents, students, and administrators.
- **Career Day**: This event occurs in October and is an opportunity for all students to hear information on a variety of careers from those who are in the profession.
- **Crisis Intervention**: Counselors are available to address issues that arise on an as needed basis, working as part of a team to bring resolution.
- **Educational Enrichment Opportunities**: Includes but is not limited to programs such as Youth Options and Youth Apprenticeships.
- **Individual Education Plan (IEP) Team**: Counselors work with the student's case manager, teachers and other key staff as part of a team to assist with students who qualify for special education services.
- **Portage Academy of Achievement (PAA)**: Counseling staff collaborate with PAA staff and students for admission and continued services at the Portage Academy.
- **Portage Prep Program (PPP)**: Counselors collaborate with staff and support students who are a part of PPP.
- **Reentry Meetings/Discharge Planning**: Counselors are a key source of contact for students placed outside of the school building for a variety of reasons. A re-entry meeting is held as soon as appropriate to reintegrate the student into the school setting.
- **Scheduling**: Counselors are involved in creating the master schedule, as well as creating a schedule for each student based on their requirements and elective choices. This process starts in December for the following school year and goes on throughout the summer months.
- **Social/Emotional Support and Referral**: Many students need support at one point or another during their school career. Counselors can provide short term services during the school day and assist students and/or their families in finding resources in the community for more intensive intervention.
- **Student Services Team (SST)**: The SST is a team comprised of counselors, administrators, the school psychologist and interventionist who address specific student concerns brought to the team by any school professional staff.
- **Test Administration**: Counselors are responsible for organizing and training staff to proctor all standardized testing in grades 9-11. Our department also administers the ACT on all national test dates except for July.