



School Counseling

August

Typical tasks of School Counselors during August include: Support Plan reviews, reviewing student academic status and records, completing transcriptions, registrations, reviewing FLVS, ESOL testing, updates to the guidance web site, review and update the comprehensive school counseling plan, and welcoming BTHS to a safe and productive school year. Heightened guidance lobby presence the first week of school to assist reception desk.

ALL PILLARS. Theme: Back to School

1	New Student Orientation and Open Campus (9am-Noon)
2	Pre-planning
5	Pre-planning (Staff Breakfast at 8am)
6	MTSS Meeting
7	Pre-planning and Registrations
7	Four Corners (one hour training session for ALL FACULTY plus optional sessions for counselors)
8	Active Assailant Training and Registrations
9	Preplanning OPEN HOUSE 8am-11am (Faculty meeting 2pm-3:30pm) and Registrations
12	Welcome Back to School – First Day of 2019-20 School Year
13	MTSS Meeting
15	School Counseling Department Meeting 9:30 am
16	BTHS Blitz Day
19	Email from School Counselors to check TAC for 504's
20	Dual Enrollment Courses at SJRState Site Begin
20	High School Task Force
20	School Advisory Committee
20	MTSS Meeting
21	Sutherland Seminars
26	BTHS OPEN HOUSE (evening)
27	PSAT Accommodation Deadline
28	Courtyard Counseling – WELCOME BACK and Welcome New Students
29	School Counseling Department Meeting 9:30 am
30	Dual Enrollment Drop/Add Deadline
30	School Counselor District Training



School Counseling

September

Typical tasks of School Counselors during September include: reviewing student academic records (highs and lows) and attendance, review GPA/transcripts for AWARDS ceremony, updating 504 plans, ESOL meetings, completing transcriptions, coordinating COLLEGE speakers, developing reference materials for students regarding Academics, Careers/College/Military, and Personal Wellness, completing iObservation and professional development objectives; Data point selections and review for MEASURE items.

PILLAR: CARING. Theme: College and Career. Awareness Message: Suicide Prevention

3	MTSS 10:30 am
4	District College Fair at Bartram Trail High School
5	State University System Tour @ UNF (All school counselors off campus)
6	Club Fair during all lunches
9	Link Crew begins "I Love My Freshmen Week"
9- 27	ESOL records, testing, meetings
10	Interims
10	MTSS 10:30
11	Sutherland Seminars and Link Lessons
12	School Counseling Department Meeting 9:30 am
12 & 13	Individualized Academic Conferences
13	Freshman Tailgate
16-17	Sophomore and Junior Classroom Lessons
18	Courtyard Counseling - FCTC
17 & 18	Sophomore Classroom Guidance
19	Senior Credit Checks in Coleman's classes
20	Mental Health Seminar with Holly Arkin
23 -27	Senior Credit Checks in English classes
23 & 24	Freshmen Classroom Guidance
24	MTSS 10:30
26	School Counseling Department Meeting 9:30 am
30	Parent/Counselor Workshop



School Counseling

October

Typical tasks of School Counselors during October include: meeting with students in classrooms, individual student meetings, parent outreach/info sessions, ESOL monitoring, connecting students with the high school experience, academic warning meetings/Senior Warning letters, 504 updates, ESOL Monitoring/grade reports, assist with state testing re-takes, identify top 11th graders for PSAT, review FLVS; plan for Career Talks, Data point reviews for MEASURE items.

PILLAR: RESPONSIBILITY. Theme: Campus and Community Connections. Awareness Message: Red Ribbon and Unite Against Bullying; Character Counts leads Bullying and Red Ribbon

1	BRIGHT FUTURES (FLORIDA AID) and FAFSA Applications Open
1	MTSS
1-3	1 st - 3 rd Financial Aid Seminars
4	School Counselor District Training
4	Looking Back/Look Ahead –HOPE Seminar (Auditorium) –Advisory Panel of GRADES 11 & 12 to 9 th
7-12	7 th - 12 th HOMECOMING (dance on Saturday 10/12/19)
10	School Counseling Department Meeting
11	QUARTER 1 ENDS
12	NACAC – National Assoc. for College Admission Counseling
14	Hurricane Dorian Make-up Day
15	TRANSCRIPTIONS to M & M (for entry prior to Awards Ceremony/Report Cards)
15	High School Task Force
15	Dual Enrollment Spring 2020 Schedule Posts TENTATIVELY
15	MTSS
16	PSAT
21	21 st - 25 th AWARENESS Red Ribbon Week and BULLYING Anti-Bullying Day 10/24/18)
22	MTSS
22	Dual Enrollment Spring 2019 Applications begin being entered at SJRState
22-26	22 nd - 26 th Ninth Grade Classroom Visits via HOPE (Connections)
23	AWARENESS United Against Bullying (Special Addition Courtyard Tent: Is it True, Kind, Necessary?)
24	School Counseling Department Meeting
24	AWARENESS United Against Bullying (Special Addition Courtyard Tent: Is it True, Kind, Necessary?)
25 & 28	Link Lesson Training
29	REPORT CARDS Issued for QTR 1

29	MTSS
30	Sutherland Seminars & Link Lessons.
31	Senior Warning Letters



School Counseling

November

Typical tasks of School Counselors during November include: arranging for field trips, reviewing attendance, completing recommendations and electronic applications for college admissions, development of reference materials for underclassmen, Academic Recovery check-ins, individual student meetings (at risk); families in need for Thanksgiving, Data point reviews for MEASURE items.

PILLAR: CITIZENSHIP. Theme: Thankfulness, Celebrating Our Successes. Awareness Message: Depression during the holidays.

1	1 st School Counselor PLC 2:00-3:30
1	1 st Thanksgiving Basket Coordination Reminder (Senior Women, Business Academy)
4	4 th - 8 th Funding Your Future for 9 th Grade Students
5	MTSS
6	First Coast Technical College Showcase (fieldtrip)
6	AVID 4 Scholarship Lesson
12	MTSS
12	12 th - 15 th Career Talks Seminars - All Sophomores by World History Classes
18	18 th - 19 th Junior Classroom Visits (US History)
19	19 th High School Task Force
20	20 th Courtyard Counseling - Wellness and Mental Health Seminar Sign Ups
21	21 st School Counseling Department Meeting
25	25 TH ANTI BULLY - ANTI DOMESTIC VIOLENCE - Assemblies for 10 th - 12 th Grades/Betty Griffin House



School Counseling

December

Typical tasks of School Counselors during December include: FLVS reviews, PSAT assistance and information session planning (reports are returned in December), individual student meetings, PSAs on tying up loose ends/finishing strong.

PILLAR: ALL PILLARS. Theme: Honoring Others; Being Reflective. Awareness Message: Community Service Drive for hours and how to turn them in.

3	District School Counselor Meeting @ SJRSC
3	MTSS
4	Link Lessons
6	Self-Care Seminar by Holly Arkin
10	MTSS
11	Cocoa & Cram
11	Courtyard Counseling – Community Service
12	School Counseling Department Meeting
17	High School Task Force (IF NEEDED)
16	TBA Exams 16 th - 20 th EXAMS
20	Semester 1 Ends



School Counseling

January

Typical tasks of School Counselors during January include: Senior progress letters, underclassmen academic and attendance check-ins, guidance web site updates, ESOL monitoring/report cards, parent/student meetings. Counselors are mostly OUT OF THE OFFICE beginning in January and through February for R E G I S T R A T I O N. Students for mid-year promotion should be identified. Heightened guidance lobby presence the first week of semester change to assist reception desk. GRADUATION REQUIREMENTS REPORT REVIEW.

PILLAR: RESPECT. Theme: New Beginnings.

TBD	TBD Small Groups
3	Planning Day
6	6th - 10th Academic Reviews and Check-Ins
7	MTSS
9	School Counseling Team Meeting
10	District School Counselor Training
13	Counselor - Parent Workshop Semester 2 (evening) REGISTRATION
13-17	13th - 17th Registration for Rising Juniors
14	MTSS
15	Sutherland Seminars
17	Report Cards Issued (semester 1)
21	MTSS
21	High School Task Force
21-24	Individualized Academic Conferences
22	Courtyard Counseling - Career Theme
23	School Counseling Department Meeting
23 & 24	23rd & 24th Link Lesson Training
24	Senior Warning Letters
27-28	Registration for Rising Juniors
28	MTSS
29	Link Lessons
30	Registration for Rising Sophomores
31	Inservice Day



School Counseling

February

Typical tasks of School Counselors during February include: Counselors are mostly OUT OF THE OFFICE beginning in January and through February for R E G I S T R A T I O N. Assistance with 8th grade parent night; preparations/recognitions for those supportive of the comprehensive school counseling plan.

PILLAR: CARING. Theme: Be Inspired. Awareness Message: Dating Violence.

3-7	3 rd - 7 th National School Counseling Week
3	Registration for Rising Sophomores
4	Registration for Rising Sophomores
4	MTSS
5	Courtyard Counseling – NSCW Celebration
6	Registration for Rising Sophomores
7	Registration for Rising Sophomores
10	Registration for Rising Sophomores
11	Registration for Rising Sophomores
11	MTSS
12	School Counseling Team Meeting
13	Registration for Rising Seniors
14	Registration for Rising Seniors
14	School Counselor District Training
18	High School Task Force
18	MTSS
24	Registration for Rising Seniors
25	Registrations for Dual Enrollment and Virtual Students
26	School Counseling Team Meeting
28	Mental Health Seminars with Holly Arkin



School Counseling

March

Typical tasks of School Counselors during March include: Work with records office to identify seniors for scholar and bilingual designations, review potential application of senior forgiveness process, graduation ceremony planning assistance, AT RISK student/parent meetings, solicit staff/faculty feedback for department continuous improvement process, data point reviews for MEASURE items.

PILLAR: TRUSTWORTHINESS. Theme: Spring Forward. Put it in Gear. Awareness Message: SELF CARE during testing season. STRESS-LESS-LIVING.

2 & 3	2nd & 3rd Liberty Pines Academy R E G I S T R A T I O N S
3	MTSS
4	COLLEGE & CAREER FAIR @ Bartram Trail
5	Pacetti Bay R E G I S T R A T I O N S
9-12	9th - 12th Swiss Point R E G I S T R A T I O N S
11	Bright Futures EVALUATION Report Distribution to all SENIORS and JUNIORS via Homeroom Pick Up
11	Courtyard Counseling - Bright Futures
12	QUARTER 3 ENDS
13	Planning Day
16-20	16th - 20th Spring Break
24	MTSS
31	High School Task Force



School Counseling

April

Typical tasks of School Counselors during April include: Graduation ceremony planning assistance, AT RISK student/parent meetings.

PILLAR: ALL PILLARS. Theme: Self Care. Earth Care.

1	FSA Testing Begins
3	Senior Warning Letters
7	Dual Enrollment
7	MTSS
8	Courtyard Counseling – Stress Mgt (Stress Less Living) – Salty Balloons
9	School Counseling Team Meeting
14	MTSS
17	Grad Bash
	TBA EARTH DAY ART SHOW (prior year, 24 th Earth Day Art Show)
20-24	20 th - 24 th AP Pre-Registration during 4 th period each day by grade level
21	High School Task Force
21	MTSS
22	ADMINISTRATIVE PROFESSIONALS DAY
23	Counselor 2020-21 PLANNING MEETING 9-4
24	Mental Health Seminars with Holly Arkin
24	School Counselor District Training
30	SUMMER SCHOOL LIST to District



School Counseling

May

Typical tasks of School Counselors during May include: Graduation ceremony planning assistance, AT RISK student/parent meetings, grade forgiveness, ESOL monitoring/end-of-year, summer school advisement.

PILLAR: Citizenship. Theme:

2	PROM
5	MTSS
6	Courtyard Counseling –Teacher Appreciation
12	MTSS
TBD	Scholarship Information DUE
TBD	Fall 2020 Dual Enrollment Packets Released
TBD	AP Exams TESTING
TBD	Senior AWARDS Night
TBD	SENIOR LAST DAY
TBD	Senior Debt Day
19	High School Task Force (IF NEEDED)
TBD	Dual Enrollment Course Schedule to Post
TBD	Dual Enrollment Packets Due
TBD	TEACHER TESTS AND PROJECTS (Final Exams)
TBD	GRADUATION REHEARSAL
TBD	Graduation Ceremony
TBD	Faculty Party 1:00pm
27	24th LAST DAY for students
28	28th Last Day for Teachers