

Annual Calendar

School: Oyster River High School

Academic Year: 2018-2019

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	<ul style="list-style-type: none"> • On-line booking • CATS letter of recommendation writing as students apply for courses • Tracking of NH Scholar Program and Emphasis areas • Credit/requirement checks and outlines of needs • College application needs from students, faculty, and parents • On-Call Counselor Support • Consultation to faculty/parents/students around student success in the classroom and strategies to use when dealing with a difficult situation • Academic trends within the building • School-wide Crisis Team (as needed) • Community Partners in-school counseling • LADC counseling services • Re-entry services • Self-harm protocol • Collaboration with outside counseling resources • Consultation with Learning Lab • Consultation with Connections 	<ul style="list-style-type: none"> • Startup of consultation meetings • MTSS • Parent meetings for students at risk • School-wide committee meetings • Regular consultation with teachers, administrators, and support staff as needs arise 	<ul style="list-style-type: none"> • 504 case management • Support to the advisory program around the Awareness Months • Committee meetings • Staff Team Leader meetings
August	<ul style="list-style-type: none"> • Senior Application bootcamp • Incoming 9th grade bootcamp • New student/transfer student orientation • Course/schedule meetings (prior to start of school) • BAE Focus Fall application opens 	<ul style="list-style-type: none"> • Placement exam for new, transfer, incoming and advancement students • Connecting with teachers: at risk, 504, history, etc. 	

September	<ul style="list-style-type: none"> • FLEX program: College application • ACE mentor Program Info night • Construction Industry Sector Month (field trip) • Open house • UNH College fair • Individual Student meetings • Individual Sr. meetings: Future goals • BAE Focus fall session starts • BAE Women in Tech applications due • Continuation of student schedule meetings for additional education opportunity: ELO, CTE, CATS, and placement. • College Rep. visits • Prepping Student trainer for CONNECT program 		
October	<ul style="list-style-type: none"> • College Application FLEX program continued • UNH College Essay FLEX Program • NHHEAF Financial Aid Night • Cyber-bullying Lesson all 9th grade • BAE Systems FOCUS winter session starts • BAE Systems Women in Tech (WIT) • ACE mentor Program starts • Manufacturing Industry Sector Month (field trip) • Individual Senior meetings for post-secondary planning • PSAT • College Rep. visits • CONNECT Youth prep continued 	<ul style="list-style-type: none"> • Letter of Recommendation writing (10/15,11/1) • Progress reports • Individual teacher contact: struggling students 	
November	<ul style="list-style-type: none"> • Senior Career planning FLEX program • Career interest profiler FLEX program 9th and 10th • CONNECT program 9th • Resume writing class lesson Econ. • IT industry sector month (field trip) • Vaping Education • Individual student meetings for struggling students Quarter 1 report card • ASVAB • College Rep. visits 	<ul style="list-style-type: none"> • Letters of Recommendation writing (11/15,12/1) 	

December	<ul style="list-style-type: none"> • Mock Interview • Alumni Panel • Career Profiler FLEX Program (continued from November) • Early College NHHEAF night Presentation for 9th/10th • PSAT Score Return • Great Bay CC Presentation/Career-bound students 	<ul style="list-style-type: none"> • Letter of recommendation writing (12/15, 1/1) 	
January	<ul style="list-style-type: none"> • Four Year Planning/Course Selection FLEX Program for 9/10 • Exam Prep FLEX Prep • BAE Systems FOCUS Spring Application and Winter Session • CTE Applications Open • Individual student appointments for semester 2 schedules 	<ul style="list-style-type: none"> • Letter of recommendation writing (1/15 and beyond and Prep School Application for underclass) 	
February	<ul style="list-style-type: none"> • Four Year Planning/Course Selection Flex Program for 9/10 (continued) • Course Selection Presentations/Electives Fair • Parent Scheduling Presentation • Middle School Scheduling Presentations • Bystander Training Begins • Career Pathways Evening presentations for Parents (rising Juniors/Seniors) • BAE Women in Technology (WIT) • Counselor A-La-Carte for Course selection support during lunches • Great Bay College Visit • St. Paul's Summer Program Application support 		<ul style="list-style-type: none"> • SAT Registration for School Day Exam
March	<ul style="list-style-type: none"> • Begin four-year planning/course selection meetings with all students • College Planning NHHEAF night presentation (juniors) • Senior Scholarship Packets (local) • CTE Interviews/application process • Great Bay College visit 	<ul style="list-style-type: none"> • Support the implementation of PSAT10, SAT for all juniors (state assessment) 	

April	<ul style="list-style-type: none"> • Resume Writing (class lesson) in Economics • Mock Interview Day • College Search FLEX Program for Juniors • SCOIR Introduction for all underclass students • BAE System FOCUS Spring Session • Hospitality Industry Month (field trip) • Great Bay College Visit • CTE Interviews/application process • Small group academic FLEX programming 	<ul style="list-style-type: none"> • Scholarship Committees • Book Awards Committee 	
May	<ul style="list-style-type: none"> • Alumni Presentation for 11th grade students • College Search Program—FLEX for all juniors • ACE Mentor Program Ends • Healthcare Industry Sector Month (field trip) • Senior Exit Survey • Transition meetings for IEP/504 students who need additional transition support • CTE Interviews/application process • Small group academic FLEX programming 	<ul style="list-style-type: none"> • Prep for Awards day • Prep for Graduation • Prep for Senior Awards night • Prep for Senior Walk • Foster’s Top Ten Article 	<ul style="list-style-type: none"> • AP Exams • PSAT 10 score return • 504 transition meetings/writing
June	<ul style="list-style-type: none"> • Senior Walk! • Step Up day for incoming 9th graders • Student meetings on course selection changes---some by choice some due to progress • Transition meetings for IEP/504 students who need additional transition support 	<ul style="list-style-type: none"> • Schedule work for next school year • Working with departments on student placement • Supporting leadership team on master schedule needs 	<ul style="list-style-type: none"> • Graduation Rehearsals with seniors • Senior Awards Night • Awards Day • Graduation • 504 meetings/writing
July	<ul style="list-style-type: none"> • Summer scheduling work • Summer email correspondence 		<ul style="list-style-type: none"> • Incoming 9th Grade Bootcamp prep • College Application Bootcamp prep