



# **Madeira City School District Counseling Curriculum and Plan of Services**

*“A school community where learning is personalized and success is ensured.”*

Revision Date: 10/6/16

## **Development Process & Overview**

A periodic review and renewal of Madeira City School District's school counseling program was conducted at the end of the 2015-16 school year. This process was part of an effort to acknowledge the counseling department who continue to support the academic growth, social/emotional development and career planning for all students.

The domains of the counseling curriculum, counseling services and delivery are aligned with the American School Counselor Association (ASCA) National Model. The foundation of the counseling program is built upon the belief that school counselors are collaborative partners in creating a positive educational environment for supporting student achievement.

### **Acknowledgement to the Writing Team**

Madeira Elementary School

- Emily Nutley, School Counselor

Madeira Middle School

- Julia Cabral, School Counselor

Madeira High School

- Kim Homer, School Counselor
- Vince Rahnfeld, School Counselor
- Natalie Uihlein, School Counselor

## **Foundation**

### **Mission Statement**

The mission of the Madeira City Schools counseling program is to provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. School counselors are professional student advocates who provide support to maximize student potential and academic achievement. In partnerships with other educators, parents or guardians and the community, school counselors facilitate the support system to ensure all students in Madeira City Schools have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society.

### **Philosophy Statement**

The general purpose of school counseling is to assist each student to participate in becoming purposefully self-directed in a changing society, having full respect for the worth and dignity of self and others. All students' ethnic, cultural, racial, sexual differences, and special needs are considered in planning and implementing the school counseling program.

All students K-12 should have access to a full-time, state certified, master's degree level school counselor who is given the opportunity to participate in professional development. The school counselors will abide by the professional school counseling ethics as advocated by the American School Counseling Association.

Another dimension of counseling services is to make students aware of the opportunities that are available to them, both educationally and vocationally. Supporting students in developing their personal characteristics will help them realize their goals. It is the goal of the Madeira City Schools counseling program that students will achieve emotionally and educationally to their maximum potential, thus enabling them to become productive members of society.

## **School Counseling Program Domains**

### **1. Foundation**

- a. Establishment of a program focus through statements of beliefs, vision, mission, and program goals
- b. Student Standards
  - i. K-12 College and Career Readiness
  - ii. Three domains: Academic, Career, Social/Emotional
- c. ASCA School Counselor Competencies and Ethical Standards for School Counselors

### **2. Delivery**

- a. Direct Student Services - interactions between the school counselor and students
  - i. School Counseling Core Curriculum
  - ii. Individual Student Planning
  - iii. Responsive Services
- b. Indirect Student Services-services provided on behalf of students
  - i. Referrals
  - ii. Consultation
  - iii. Collaboration

### **3. Management**

- a. School Counselor Self Evaluation
- b. Use of Time Assessment
- c. Annual Agreements
- d. Advisory Council
- e. Use of Data
- f. Developmental, Prevention and Intervention Plans
- g. Weekly and Monthly Calendars

4. **Accountability** - Analysis of data to determine how students are different as a result of the school counseling program (e.g., utilize data to show impact on student achievement, attendance and behavior)

## **Role of the School Counselor**

School counselors support all students with academic achievement, social/emotional development and career planning. Ohio School Counselors are licensed according to ORC 3301-24-05, having completed an approved master's program and an internship.

School counselors play an important role in helping to facilitate student success in education and their future careers. Counselors develop, implement, and evaluate comprehensive school counseling programs that promote and enhance student academic growth by collaborating with families, teachers and administrators.

School counselors strive to spend the majority of their time providing direct services for students. School counselors' duties are focused on the delivery of the program through guidance curriculum, individual student planning and responsive services. A small amount of time is dedicated to indirect services, or system supports.

## **Delivery of Services**

**Elementary School Counselors Implement the Counseling Program by Providing (examples - not intended to be all inclusive):**

### School Guidance Curriculum

- Academic support, including organizational, study and testing taking skills
- Goal setting and decision-making
- Career awareness, exploration and planning
- Education on understanding self and others
- Peer relationships, coping strategies and effective social skills
- Communication, problem-solving and conflict resolution
- Substance abuse education
- Multicultural/diversity awareness
- Individual student planning

### Academic Planning

- Goal setting/decision-making
- Education on understanding self, including strengths and weaknesses
- Transition plans

### Responsive Services

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Conflict resolution
- Consultation/collaboration
- Referrals

### System Support

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

**Elementary School Counselors Collaborate with (examples – not intended to be all-inclusive):**

Parents

- Communication/networking
- Academic planning
- College/career awareness programs
- One-on-one parent conferencing
- Interpretation of assessment results

Teachers

- Classroom guidance activities
- Classroom speakers
- At-risk student identification and implementation of interventions

Administrators

- School climate
- Behavior management plans
- Student data and results
- Student assistance team building

Students

- Peer education and support
- Academic support
- School climate
- Leadership development
- Job shadowing, service learning
- Crisis interventions
- Support groups
- Career education

**Middle School Counselors Implement the Counseling Program by Providing (examples – not intended to be all inclusive):**

School Guidance Curriculum

- Academic skills support, including organizational, study and testing taking skills
- Career awareness, exploration and planning
- Education on understanding self and others
- Peer relationships, coping strategies and effective social skills
- Communication, problem-solving and conflict resolution
- Substance abuse education
- Multicultural/diversity awareness

Individual Student Planning

- Goal setting/decision-making
- Academic and career planning
- Education on understanding self, including strengths and weaknesses
- Transition planning

Responsive Services

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

System Support

- Professional development
- Consultation, collaboration and teaming
- Program management and operation



**Middle School Counselors Collaborate with (examples – not intended to be all-inclusive):**

Parents

- Parent information night
- Academic planning
- College/career awareness programs
- One-on-one parent conferencing
- Interpretation of assessment results

Teachers

- Classroom guidance activities on study skills, career development, etc.
- At-risk student identification and implementation of interventions
- Classroom career speakers
- Assistance with students' academic plans

Administrators

- School climate
- Behavior management plans
- Student data and results
- Student assistance team building

Students

- Academic support
- Leadership development
- Job shadowing, service learning
- Crisis interventions
- Career education

Community

- Referrals
- Job shadowing, service learning

## **High School Counselors Implement the Counseling Program by Providing (examples – not intended to be all inclusive):**

### School Guidance Curriculum

- Academic support, including organizational, study and testing taking skills
- Post-secondary planning and college application process
- Career awareness and planning
- Education on understanding self and others
- Peer relationships, coping strategies and effective social skills
- Communication, problem-solving, decision-making and conflict resolution
- Substance abuse education
- Multicultural/diversity awareness

### Individual Student Planning

- Goal setting
- Academic and career plans
- Transition plans

### Responsive Services

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

### System Support

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

**High School Counselors Collaborate with (examples – not intended to be all-inclusive):**

Parents

- Academic planning/support
- Postsecondary planning
- Scholarship/financial search process
- One-on-one parent conferencing
- School-to-work transition programs
- College admission process

Teachers

- Classroom guidance lessons on postsecondary planning
- Providing recommendations and assisting students with the postsecondary application process
- At-risk student identification and implementation of interventions

Administrators

- School climate
- Behavior management plans
- Student data and results
- Student assistance team building

Students

- Academic support services
- Program planning
- Crisis management
- Transition programs

Community

- Referrals
- Job shadowing, service learning

## Delivery of Services

### Ohio Standards for School Counselors

#### Standard I

<b>Comprehensive School Counseling Plan: School counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative and responsive, and in alignment with the school's goals and mission.</b>	
<b>School Building</b>	<b>Services</b>
Madeira Elementary School	See Counseling Calendar
Madeira Middle School	See Counseling Calendar
Madeira High School	See Counseling Calendar

#### Standard II

<b>Direct Services: Academic, Career &amp; Social-Emotional Development - Develop a curriculum, offer individual student planning, and deliver responsive services in order to assist students in developing and applying knowledge, skills, and mindsets for academic, career and social/emotional development</b>	
<b>School Building</b>	<b>Services</b>
Madeira Elementary School	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Group Counseling</li> <li>● Crisis Counseling</li> <li>● Classroom Guidance             <ul style="list-style-type: none"> <li>○ 40 Developmental Assets - Monthly Calendar</li> </ul> </li> <li>● Multi-Tiered System of Supports (MTSS)</li> <li>● 504 Case Management</li> <li>● Gifted Testing and Identification</li> <li>● Professional Development to staff</li> </ul>

Standard II – Continued	
Madeira Middle School	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Group Counseling</li> <li>● Crisis Counseling</li> <li>● Classroom Guidance               <ul style="list-style-type: none"> <li>○ Career Interest Inventory</li> </ul> </li> <li>● Multi-Tiered System of Supports (MTSS)</li> <li>● 504 Case Management</li> <li>● Gifted Testing and Identification</li> <li>● Professional Development to staff</li> </ul>
Madeira High School	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Crisis Counseling</li> <li>● Classroom Guidance               <ul style="list-style-type: none"> <li>○ Depression Awareness</li> <li>○ Annual Preview by grade level</li> </ul> </li> <li>● Multi-Tiered System of Supports (MTSS)</li> <li>● 504 Case Management</li> <li>● Gifted Testing and Identification</li> <li>● Professional Development to staff</li> </ul>

Standard III

**Indirect Services - Partnerships and Referrals - School counselors collaborate and consult with school personnel, parents/guardians, community partners and agencies/organizations to coordinate support for all students.**

School Building	Services
Madeira Elementary School	<ul style="list-style-type: none"> <li>● Teacher collaboration and consultation for student academic and behavioral support</li> <li>● Grade level team meetings</li> <li>● 504 Case Management</li> <li>● English for Speakers of Other Languages (ESOL) - Coordination</li> <li>● School Climate (Anti-Bullying) - <b>Madeira Strong</b> <ul style="list-style-type: none"> <li>○ Mustang Musts</li> </ul> </li> <li>● Mental Health Collaboration</li> <li>● Community Partnerships           <ul style="list-style-type: none"> <li>○ Consultation on community resources with families</li> <li>○ Collaboration with school-based mental health providers</li> <li>○ Olweus (3<sup>rd</sup> and 4<sup>th</sup> grades)</li> <li>○ Homeless Education</li> <li>○ Lifetime of giving grant</li> </ul> </li> <li>● Evaluation and Data - School counselors collaboratively engage in a cycle of continuous improvement using data to identify needs, plan and implement programs, evaluate impact and adjust accordingly.           <ul style="list-style-type: none"> <li>○ English for Speakers of Other Languages (ESOL) Coordination</li> <li>○ MTSS – academic and behavioral intervention</li> <li>○ State Testing</li> <li>○ Standardized Testing</li> <li>○ Counseling evaluations (group and individual)</li> </ul> </li> <li>● Strategy session meeting</li> </ul>

Standard III – Continued	
Madeira Middle School	<ul style="list-style-type: none"> <li>● Teacher collaboration and consultation for student academic and behavioral support</li> <li>● Grade level team meetings</li> <li>● 504 Case Management</li> <li>● School Climate (Anti-Bullying) - <b>Madeira Strong</b> <ul style="list-style-type: none"> <li>○ Leadership, Integrity, Generosity, Honesty, Teamwork (LIGHT)</li> <li>○ Madeira Strong</li> </ul> </li> <li>● Mental Health Collaboration</li> <li>● Career Readiness <ul style="list-style-type: none"> <li>○ Ohio Means Jobs</li> <li>○ Career Fair</li> </ul> </li> <li>● Community Partnerships <ul style="list-style-type: none"> <li>○ Consultation on community resources with families</li> <li>○ Collaboration with school-based mental health providers</li> <li>○ Pride Survey (7<sup>th</sup> &amp; 8<sup>th</sup> grades)</li> <li>○ Olweus</li> <li>○ Day of Service</li> <li>○ Homeless Education</li> </ul> </li> <li>● Evaluation and Data - School counselors collaboratively engage in a cycle of continuous improvement using data to identify needs, plan and implement programs, evaluate impact and adjust accordingly. <ul style="list-style-type: none"> <li>○ ESOL Coordination</li> <li>○ MTSS – academic and behavioral support</li> <li>○ State Testing</li> <li>○ Standardized Testing</li> <li>○ Counseling evaluations (group and individual)</li> </ul> </li> </ul>

Standard III – Continued	
Madeira High School	<ul style="list-style-type: none"> <li>● Teacher collaboration and consultation for student academic and behavioral support</li> <li>● Grade level team meetings</li> <li>● 504 Case Management</li> <li>● School Climate (Anti-Bullying) - <b>Madeira Strong</b> <ul style="list-style-type: none"> <li>○ Madeira Strong</li> </ul> </li> <li>● Mental Health Collaboration</li> <li>● Post Secondary Planning: <ul style="list-style-type: none"> <li>○ Naviance</li> <li>○ Facilitation of College Representative visits</li> <li>○ Partnership with Great Oaks</li> </ul> </li> <li>● Career Readiness <ul style="list-style-type: none"> <li>○ Ohio Means Jobs</li> <li>○ Benobe</li> <li>○ Naviance</li> <li>○ Career Fair</li> </ul> </li> <li>● Community Partnerships <ul style="list-style-type: none"> <li>○ Consultation on community resources with families</li> <li>○ Collaboration with school-based mental health providers</li> <li>○ Pride Survey</li> <li>○ Olweus</li> <li>○ Homeless Education</li> </ul> </li> <li>● Evaluation and Data - School counselors collaboratively engage in a cycle of continuous improvement using data to identify needs, plan and implement programs, evaluate impact and adjust accordingly. <ul style="list-style-type: none"> <li>○ ESOL Coordination of Services</li> <li>○ MTSS - Academic and/or Behavioral support</li> <li>○ State Testing</li> <li>○ Standardized Testing</li> <li>○ Semi-annual teacher evaluations of 504 accommodations</li> <li>○ Senior survey</li> <li>○ Counseling evaluations (group and individual)</li> </ul> </li> </ul>



- Staff Needs Assessment for building

Standard IV

Leadership and Advocacy - School counselors lead school efforts and advocate for policies and practices that support an equitable, safe, inclusive and positive learning environment for all students.	
School Building	Services
Madeira Elementary School	<ul style="list-style-type: none"> <li>● Academics               <ul style="list-style-type: none"> <li>○ Team Meetings</li> <li>○ 504 Case Management</li> </ul> </li> <li>● Social/Emotional               <ul style="list-style-type: none"> <li>○ School Climate                   <ul style="list-style-type: none"> <li>▪ Mustang Musts</li> </ul> </li> <li>○ People Respecting Individual Differences Everyday (PRIDE)</li> <li>○ Civil Liberties</li> </ul> </li> </ul>
Madeira Middle School	<ul style="list-style-type: none"> <li>● Academics               <ul style="list-style-type: none"> <li>○ Team Meetings</li> <li>○ 504 Case Management</li> </ul> </li> <li>● Social/Emotional               <ul style="list-style-type: none"> <li>○ School Climate                   <ul style="list-style-type: none"> <li>▪ LIGHT</li> </ul> </li> <li>○ Civil Liberties</li> </ul> </li> <li>● Career Education               <ul style="list-style-type: none"> <li>○ Career Exposure</li> <li>○ Collaboration with Great Oaks</li> <li>○ Career Speakers</li> </ul> </li> </ul>

Standard IV - Continued	
Madeira High School	<ul style="list-style-type: none"> <li>● Academics <ul style="list-style-type: none"> <li>○ Team Meetings</li> <li>○ 504 Case Management</li> </ul> </li> <li>● Social/Emotional <ul style="list-style-type: none"> <li>○ School Climate <ul style="list-style-type: none"> <li>▪ Madeira Strong</li> </ul> </li> <li>○ Civil Liberties</li> </ul> </li> <li>● Career Education <ul style="list-style-type: none"> <li>○ Career Exposure</li> <li>○ Collaboration with Great Oaks</li> <li>○ Career Speakers</li> </ul> </li> </ul>

Standard V

<b>Professional Responsibility - School counselors adhere to the ethical standards of the profession, engage in ongoing professional learning and refine their work through reflection.</b>	
<b>School Building</b>	<b>Services</b>
Madeira Elementary School	<ul style="list-style-type: none"> <li>● FERPA</li> <li>● ASCA Ethical Standards</li> <li>● Professional Collaborations <ul style="list-style-type: none"> <li>○ Regional Counselor Meetings</li> <li>○ District Counseling Meetings</li> </ul> </li> </ul>
Madeira Middle School	<ul style="list-style-type: none"> <li>● FERPA</li> <li>● ASCA Ethical Standards</li> <li>● Professional Collaborations <ul style="list-style-type: none"> <li>○ Regional Counselor Meetings</li> </ul> </li> </ul>

Standard V - Continued	<ul style="list-style-type: none"> <li>○ District Counseling Meetings</li> </ul>
Madeira High School	<ul style="list-style-type: none"> <li>● FERPA</li> <li>● ASCA Ethical Standards</li> <li>● Professional Collaborations <ul style="list-style-type: none"> <li>○ Regional Counselor Meetings</li> <li>○ District Counseling Meetings</li> <li>○ CHL Counselor meetings</li> </ul> </li> </ul>

## School Counseling Calendar

### Madeira Elementary School (K-4)

Month	Kindergarten - Fourth Grades	Ongoing
<p><b>August</b></p>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Mustang Musts Behaviors</li> <li>● Student Responsibilities and Expectations</li> <li>● Whole Body Listening Assembly K-1st Grade</li> <li>● Kindergarten Screenings</li> <li>● New Student Orientation</li> <li>● New Student Lunch Bunch</li> </ul>	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Crisis Counseling</li> <li>● Group Counseling</li> <li>● 504 Case Management</li> <li>● Monthly MTSS Meetings</li> <li>● Grade-level Team Meetings</li> <li>● Mental health collaboration</li> <li>● Monthly Strategy Session Meetings-Tier 1 support</li> </ul>
<p><b>September</b></p>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Introduce Bucket Filling</li> <li>● MAP Testing K-4th Grades</li> <li>● Fall Benchmark Meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Communication</li> <li>● Building Leadership Team Meetings</li> <li>● Provide professional development</li> </ul>
<p><b>October</b></p>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Respect</li> <li>● Anti-Bullying Month</li> <li>● Start Counseling Groups- 8 week sessions</li> <li>● Mix It Up Lunch</li> <li>● Fall Parent Teacher Conferences</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in professional development activities</li> <li>● Monthly CARE Committee Meetings</li> <li>● Teacher collaboration and consultations for student academic and behavioral support</li> </ul>
<p><b>November</b></p>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Service to Others</li> <li>● Introduce School Wide Service Learning Project</li> <li>● Veteran’s Day Celebration</li> <li>● School Wide Food Drive</li> <li>● “We are THANKful, we GIVE back”</li> <li>● Provide Holiday Support for Madeira Families</li> </ul>	<ul style="list-style-type: none"> <li>● Gifted (Single Subject and Whole-Grade Acceleration) Meetings</li> <li>● ESL Parent Meetings to review LEPs</li> <li>● Building tours with prospective Madeira families</li> <li>● 4th Grade Student Leader Projects</li> </ul>

		<ul style="list-style-type: none"> <li>● Lifetime of Giving Grant Service Learning Project</li> <li>● CARE Kits</li> <li>● Student enrollment and withdrawals</li> <li>● Attend PTO Meetings</li> <li>● Standardized Testing</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Caring</li> <li>● The Giving Tree</li> <li>● Provide Holiday Support for Madeira Families</li> <li>● MAP Testing K-4th Grades</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Kindness</li> <li>● The Great Kindness Challenge</li> <li>● Winter Benchmark Meetings</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Celebrating diversity and promoting tolerance.</li> <li>● PRIDE- (People Respecting Individual Differences Everyday)</li> <li>● Start Counseling Groups: 8 week sessions</li> <li>● OLSAT Testing- 1st Grade</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Honesty &amp; Integrity</li> <li>● “The Best Version of Yourself”</li> <li>● OELPA Testing- ELL Students K-4th Grade</li> <li>● Spring Parent Teacher Conferences</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Perseverance</li> <li>● Teaching test taking strategies and personal SMART goal setting</li> <li>● AIR Testing- 3rd and 4th Grade</li> <li>● MAP Testing K-4th Grade</li> </ul>	
<b>May/June</b>	<ul style="list-style-type: none"> <li>● Classroom Guidance: Sportsmanship</li> <li>● Field Day</li> <li>● 4th to 5th Transition Event for all 4th grade students</li> <li>● 4th to 5th Transition Parent Meetings for IEP/504 students</li> <li>● Gifted Testing (CogAt or IOWA)</li> <li>● Next year class placements</li> <li>● Kindergarten Round Up Event</li> <li>● Summer Reading Intervention Recommendations</li> <li>● End of Year Recognition and Celebrations</li> </ul>	



**Madeira Middle School (5-8)**

<b>Month</b>	<b>Fifth Grade</b>	<b>Sixth Grade</b>	<b>Seventh Grade</b>	<b>Eighth Grade</b>	<b>➤ Ongoing</b>
<b>August</b>	<ul style="list-style-type: none"> <li>● Orientation</li> <li>● Open House</li> <li>● Scavenger Hunt</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Orientation</li> <li>● Open House</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Orientation</li> <li>● Open House</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Orientation</li> <li>● Open House</li> </ul>	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Crisis Counseling</li> <li>● Group Counseling</li> <li>● 504 Case Management</li> <li>● MTSS</li> <li>● Grade Level Team Meetings</li> <li>● Parent Communication</li> <li>● Provide Professional Development</li> <li>● Participate in Professional Development</li> <li>● Scheduling</li> <li>● Transition meetings</li> <li>● Building Leadership Team</li> <li>● Teacher collaboration &amp; consultation for student academic &amp; behavioral support</li> <li>● Student Academic Mtgs.</li> <li>● Mental Health Collaboration</li> <li>● Attend PTO Meetings</li> <li>● Prospective Family Building Tours</li> <li>● New Student Enrollment</li> <li>● Standardized Testing</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● New Student Lunch</li> <li>● NS Ambassador Activity</li> <li>● Group Selections</li> <li>● Counselor Introduction</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● New Student Lunch</li> <li>● NS Ambassador Activity</li> <li>● Group Selections</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● New Student Lunch</li> <li>● NS Ambassador Activity</li> <li>● Group Selections</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● New Student Lunch</li> <li>● NS Ambassador Activity</li> <li>● Group Selections</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>● Mix It Up Lunch</li> <li>● Groups</li> <li>● LIGHT Breakfast</li> <li>● Fall Conferences</li> </ul>	<ul style="list-style-type: none"> <li>● Mix It Up Lunch</li> <li>● Groups</li> <li>● LIGHT Breakfast</li> <li>● Fall Conferences</li> </ul>	<ul style="list-style-type: none"> <li>● Mix It Up Lunch</li> <li>● Groups</li> <li>● LIGHT Breakfast</li> <li>● Fall Conferences</li> </ul>	<ul style="list-style-type: none"> <li>● Mix It Up Lunch</li> <li>● Groups</li> <li>● LIGHT Breakfast</li> <li>● Fall Conferences</li> </ul>	
<b>November</b>	<ul style="list-style-type: none"> <li>● Holiday Referrals</li> <li>● Career Day</li> </ul>	<ul style="list-style-type: none"> <li>● Holiday Referrals</li> <li>● Career Day</li> </ul>	<ul style="list-style-type: none"> <li>● Holiday Referrals</li> <li>● Career Day</li> </ul>	<ul style="list-style-type: none"> <li>● Holiday Referrals</li> <li>● Live Oaks Visit</li> </ul>	
<b>December</b>	<ul style="list-style-type: none"> <li>● Giving Tree</li> <li>● MAP Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Giving Tree</li> <li>● MAP Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Giving Tree</li> <li>● MAP Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Giving Tree</li> <li>● MAP Testing</li> <li>● Scarlet Oaks Visit</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>● LIGHT Breakfast</li> <li>● Group Selections</li> </ul>	<ul style="list-style-type: none"> <li>● LIGHT Breakfast</li> <li>● Group Selections</li> </ul>	<ul style="list-style-type: none"> <li>● LIGHT Breakfast</li> <li>● Group Selections</li> </ul>	<ul style="list-style-type: none"> <li>● LIGHT Breakfast</li> <li>● Group Selections</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> </ul>	<ul style="list-style-type: none"> <li>● 8th grade Recs</li> <li>● Master Schedule Plan</li> <li>● HS Scheduling</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● Day of Service</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● Day of Service</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● Day of Service</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● Day of Service</li> </ul>	

<b>April</b>	<ul style="list-style-type: none"> <li>● ES/MS Transition Mtg.</li> <li>● Master Schedule Planning</li> <li>● State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Master Schedule Planning</li> <li>● State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● MS/HS Transition Mtg.</li> <li>● State Testing</li> </ul>	
<b>May/June</b>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● 4th-5th Transition Day</li> <li>● LIGHT Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● Master Scheduling</li> <li>● LIGHT Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● Master Scheduling</li> <li>● LIGHT Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>● MAP</li> <li>● Master Scheduling</li> <li>● LIGHT Breakfast</li> </ul>	



**Madeira High School (9-12)**

<b>Month</b>	<b>Ninth Grade</b>	<b>Tenth Grade</b>	<b>Eleventh Grade</b>	<b>Twelfth Grade</b>	<b>Ongoing</b>
<b>August</b>	<ul style="list-style-type: none"> <li>● Scheduling</li> <li>● Orientation</li> <li>● Open House</li> <li>● New Student Activities</li> </ul>	<ul style="list-style-type: none"> <li>● Scheduling</li> <li>● Open House</li> <li>● New Student Activities</li> </ul>	<ul style="list-style-type: none"> <li>● Scheduling</li> <li>● Open House</li> <li>● New Student Activities</li> <li>● College Testing Guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Scheduling</li> <li>● Open House</li> <li>● New Student Activities</li> <li>● College Process</li> <li>● Individual Student/Parent Meeting</li> <li>● Parent College Night</li> <li>● College Testing Guidance</li> </ul>	<ul style="list-style-type: none"> <li>● Individual Counseling</li> <li>● Crisis Counseling</li> <li>● 504 Case Management</li> <li>● MTSS</li> <li>● 9th/10th Grade Team Meetings</li> <li>● Parent Communication</li> <li>● Provide Professional Development</li> <li>● Participate in Professional Development</li> <li>● Scheduling</li> <li>● Transition Meetings</li> <li>● Instructional Leader Meetings</li> <li>● Teacher collaboration and consultation for student academic and behavioral support</li> <li>● Student Academic Meetings</li> <li>● Mental Health Collaboration</li> <li>● Attend PTO Meetings</li> <li>● Department Meetings</li> <li>● Prospective Family Building Tours</li> <li>● New Student Enrollment</li> <li>● Great Oaks Counselor Monthly Meetings</li> <li>● Standardized Testing</li> <li>● Community Service</li> <li>● Exchange Students</li> <li>● Student Opportunities (volunteer, employment, internships, camps)</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>● New Student Activities</li> <li>● Class Meetings</li> <li>● Service Learning</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Activities</li> <li>● Class Meetings</li> <li>● Service Learning</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Activities</li> <li>● Class Meetings</li> <li>● College Rep Visits</li> <li>● Financial Aid Meeting</li> <li>● Parent Information Night</li> <li>● Visit to Oaks</li> <li>● One-on-One</li> <li>● Career Speakers</li> <li>● MSA Partnership</li> </ul>	<ul style="list-style-type: none"> <li>● New Student Activities</li> <li>● Class Meetings</li> <li>● College Rep Visits</li> <li>● Financial Aid Meeting</li> <li>● College App Workshops</li> <li>● Ind. Student/Parent Mtg.</li> <li>● Visit to Oaks</li> <li>● One-on-One</li> <li>● Career Speakers</li> <li>● Linder Honor's Breakfast</li> <li>● MSA Partnership</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>● Day of Service</li> <li>● Career Readiness</li> </ul>	<ul style="list-style-type: none"> <li>● Day of Service</li> </ul>	<ul style="list-style-type: none"> <li>● Day of Service</li> <li>● PSAT</li> </ul>	<ul style="list-style-type: none"> <li>● Day of Service</li> <li>● College Rep Visits</li> </ul>	

	<ul style="list-style-type: none"> <li>• Military Lunch Visits</li> <li>• PSAT</li> <li>• Munoz Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Depression Awareness Pgm.</li> <li>• PSAT</li> <li>• Military Lunch Visits</li> <li>• Munoz Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• College Rep Visits</li> <li>• Ind. Student/Parent Mtg.</li> <li>• Career Speakers</li> <li>• Military Lunch Visits</li> <li>• Munoz Leadership</li> <li>• Stock Market Game</li> <li>• Surgery Observation</li> </ul>	<ul style="list-style-type: none"> <li>• College Process</li> <li>• College App Workshops</li> <li>• College and Career Day</li> <li>• Career Speakers</li> <li>• Military Lunch Visits</li> <li>• Munoz Leadership</li> <li>• Stock Market Game</li> <li>• Surgery Observation</li> </ul>	
<b>November/December</b>	<ul style="list-style-type: none"> <li>• Speaker from SAA</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to Oaks</li> <li>• Speaker (UC)</li> <li>• Speaker from SAA</li> </ul>	<ul style="list-style-type: none"> <li>• Ind. Student/Parent Mtg</li> <li>• College Rep Visits</li> <li>• Career Speakers</li> <li>• Visit to Oaks</li> </ul>	<ul style="list-style-type: none"> <li>• College Rep Visits</li> <li>• College Process</li> <li>• College App Workshops</li> <li>• Career Speakers</li> <li>• Visit to Oaks</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>• Schedule Planning</li> <li>• Great Oaks Visits</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Planning</li> <li>• Great Oaks Visits</li> <li>• Career Planning Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Planning</li> <li>• Visit Oaks</li> <li>• College 101</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> <li>• Visit Oaks</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>• CCP Planning</li> <li>• 8th Grade Visits</li> <li>• Scheduling Meeting</li> <li>• Oaks Visits</li> </ul>	<ul style="list-style-type: none"> <li>• CCP Planning</li> <li>• Scheduling Meeting</li> <li>• Oaks Visits</li> </ul>	<ul style="list-style-type: none"> <li>• CCP Planning</li> <li>• Scheduling Meeting</li> <li>• ACT</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarships</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>• Master Scheduling</li> <li>• State Testing</li> <li>• Great Oaks Shadowing</li> <li>• Student Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Master Scheduling</li> <li>• State Testing</li> <li>• Great Oaks Shadowing</li> </ul>	<ul style="list-style-type: none"> <li>• Master Scheduling</li> <li>• State Testing</li> <li>• ACT</li> <li>• Visit to Oaks</li> <li>• Budget Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Master Scheduling</li> <li>• State Testing</li> <li>• MSF Scholarships</li> <li>• Top Senior Calculations</li> </ul>	

		<ul style="list-style-type: none"> <li>● Student Meetings</li> </ul>		<ul style="list-style-type: none"> <li>● Visit to Oaks</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>● State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● AP &amp; State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● AP &amp; State Testing</li> </ul>	<ul style="list-style-type: none"> <li>● AP &amp; State Testing</li> <li>● Senior Survey</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>● Academic Awards</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Awards</li> <li>● AP Testing</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Awards</li> <li>● AP Testing</li> <li>● Visit Oaks</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Awards</li> <li>● AP Testing</li> <li>● Academic Signing Day</li> <li>● Graduation</li> <li>● Visit Oaks</li> </ul>	
<b>June</b>	<ul style="list-style-type: none"> <li>● Transcripts</li> <li>● Summer School</li> </ul>	<ul style="list-style-type: none"> <li>● Transcripts</li> <li>● Summer School</li> </ul>	<ul style="list-style-type: none"> <li>● Transcripts</li> <li>● Summer School</li> </ul>	<ul style="list-style-type: none"> <li>● Final Transcripts</li> </ul>	

## References

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