

This is our first issue of a short newsletter we hope to send out at least three times each year to help parents, students, and staff understand what's happening in the Guidance office. On the back side of this sheet, we have laid out the calendar for the year so that you know when to expect that your students will be seeing their counselors. These appointments represent the PROACTIVE portion of our services. Of course, we are also available for REACTIVE counseling and consultation, particularly around grade report times, and any time there is a personal problem for our students which is impacting their educational achievement. So.....



Please let us know if you have questions or concerns! We are here to help. We are best reached by email: last name and first initial@wjcc.k12.va.us.

Students are assigned by last name:

A to Da
Lesley Miller
565-4208
(MillerL4@wjcc.k12.va.us)

Db to Ja
Virginia Carey
565-4203

Jb to Min
Catherine Perez
565-4243

Mio to Sh (also all AVID students)
Suzanne Hart
565-4246

Si to Z
Quincy Marrow,
Lead Counselor
565-4206

Linda Christian,
Guidance Secretary
565-4202

Linda Easter,
Registrar
565-4242



What's Happening in Guidance?

Once schedules and class changes were straightened out during the first hectic weeks of school opening, we began the process of seeing each senior individually to accomplish these goals:

- (1) Double check credits, verified credits (SOL results), and courses to insure that each senior is in a position to graduate in June. A copy of the audit sheet is put in each senior's hands along with a copy of his/her transcript, and a copy will be mailed home to parents in early November.
- (2) Insure that each senior has a post graduation plan, whether going right to work, joining the military, or pursuing post secondary education.
- (3) For students applying to college, review testing requirements and application procedures, as well as provide an overview of the financial aid process and how to apply for scholarships.
- (4) Collect personal information for writing recommendation letters which many students will need to achieve their post-secondary goals. Each counselor will write approximately 45 recommendation letters by early 2007.

On Thursday evening, **October 5**, we co-hosted with Jamestown HS an evening seminar for parents of seniors where the college application process was reviewed.

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On Wednesday, **October 18**, ALL tenth graders and juniors who have registered for it will take the “practice” or Preliminary SAT (PSAT) during the school day. This is a great way for sophomores to get started thinking about college and connect with important resources they can use throughout the remainder of their high school career. For juniors, this is one last “practice” before they start taking the REAL SAT in the spring semester, and an opportunity to compete for National Merit and other scholarships. Results from the PSAT testing should be available and distributed to students just before the winter break.

On completing senior appointments (early November), we will be seeing ninth graders in small groups to review graduation requirements, explain transcripts and credits, and emphasize the importance of getting involved in extracurricular activities and using the many resources and special assistance options that are offered if they are having academic difficulties.

Guidance Calendar: A Brief Look



August – mid-September

- adjust fall schedules as needed
- work with administrators to adjust master schedule
- produce “senior book”
- assist in planning and implementing freshman orientation and Open House; and
- meet with and schedule Lafayette transfer students

Mid-September – October

- meet with each senior individually to verify graduation requirements and plans for post graduation
- professional development meetings and activities
- assist with PSAT administration
- assist in Family Night; and
- conduct Senior Night



November – December

- college application assistance and recommendation writing
- conferences related to first marking period grades
- plan and implement administration of ASVAB test
- meet with all freshmen in small groups to review graduation requirements, how credits work, school assistance programs and the importance of extracurricular involvement

January – mid-February

- continue work on college and scholarship applications and recommendations
- adjust schedules as needed and requested for spring semester
- plan and assist with back-to-school night and the rising freshman orientation including Chart-Your-Course Night

Mid-February – April

- course requests and individual meetings with each student to decide on and discuss post-secondary education and career plans -- parents are invited (conferences are scheduled by grade level)

May

- administer AP Exams
- assist with planning awards ceremony and graduation

June

- preparation for graduation and summer school enrollment
- end-of-year reporting



In addition to these calendar-related activities, each counselor is responsible for on-going crisis counseling; school-related committee work; participation in Child Study, IEP, 504, Eligibility, Placement, Manifestation, and Discipline meetings; student/teacher/parent conferences as needed; referral to outside agencies and the GED program; consultation with administrators, the school nurse and other school and system personnel, assisting as needed with standardized and specialized testing and other duties as assigned for approximately 320-380 students in grades 9 through 12.