

School Counseling Handbook



2023–2024 School Year

Table of Contents

Acknowledgements	2
Introduction	3
Waterbury Public Schools	4
Counseling Framework Foundation	4
Comprehensive Service Delivery Framework	6
Direct Student Services	6
Individual Student Planning	6
School Counseling Curriculum	6
Responsive Services	6
Indirect Student Services	7
School Counseling Curriculum	8
Elementary School Curriculum	8
Middle School Curriculum	8
High School Curriculum	9
Student Success Plans	10
School Counselor's Role in Student Success Plans	10
Elementary School Counselors	10
Middle School Counselors	10
High School Counselors	10
Individual Planning Meetings	11
Grade 6 Checklist	24
Grade 7 Checklist	14
Grade 8 Checklist	15
Grade 9 Checklist	16
Grade 10 Checklist	18
Grade 11 Checklist	20
Grade 12 Checklist	22
School Counseling Resources	24
Resources for Academic Success	24
Resources for College and Career Exploration	24
Resources for Social-Emotional Learning	24
Local Community Resources	24

Acknowledgements

We would like to express our appreciation to the following individuals who have contributed to the development of the Waterbury Public Schools Comprehensive School Counseling Framework.

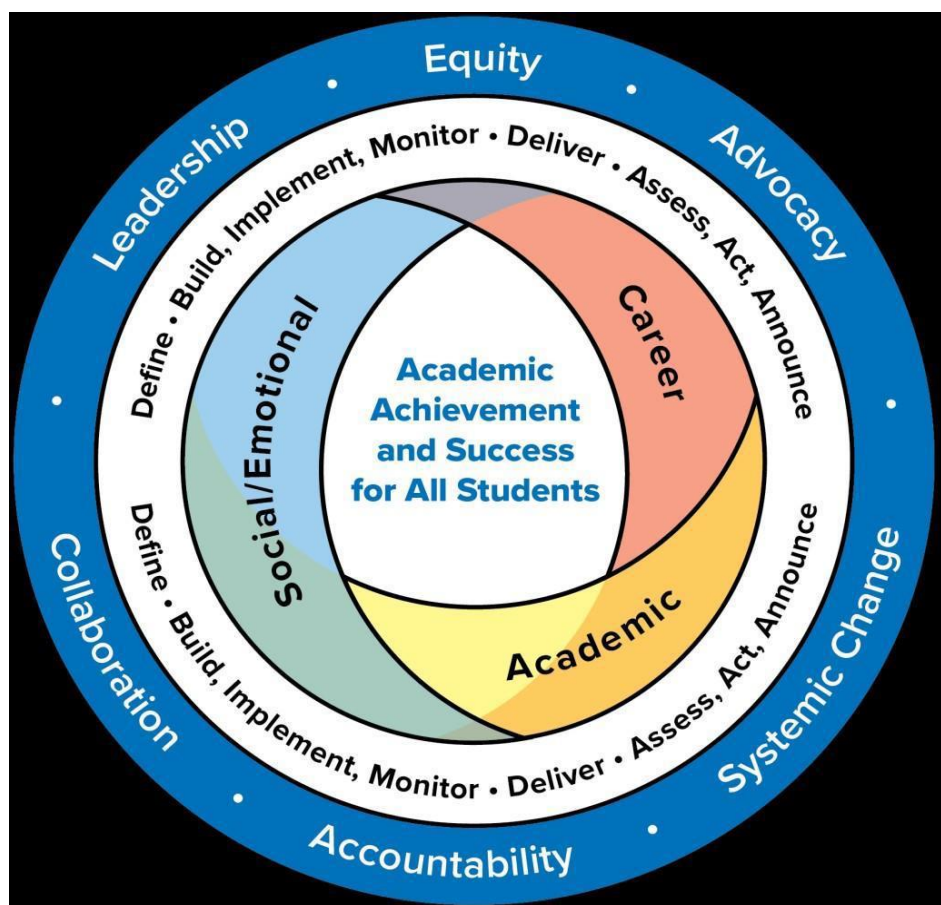
School Counseling Framework/Curriculum Members

Dana Cancro	Elementary School Counselor, Waterbury Public Schools
Lauren Cremins	Middle School Counselor, Waterbury Public Schools
Melissa Desjardins	Middle School Counselor, Waterbury Public Schools
Ashley Moutinho	High School Counselor, Waterbury Public Schools
Craig Poulter	High School Counselor, Waterbury Public Schools
Caryn Stellmach	High School Counselor, Waterbury Public Schools
Nyree Toucet	Director of College and Career Readiness, Waterbury Public Schools
Jennifer Westerville	Elementary School Counselor, Waterbury Public Schools

Introduction

The Waterbury Public Schools School Counseling Framework developed by the school counseling staff, with the help of teachers, administrators, students, parents and community members, is an integral part of the educational process and addresses the academic, career, and social-emotional needs of all students at the secondary level. The framework is modeled after the 2020 Connecticut Comprehensive School Counseling Framework, which is aligned to student standards: ASCA Mindsets and Behaviors (2014), The 12 Career Ready Practices (National Association of State Directors of Career Technical Education), Collaboration for Academic, Social, and Emotional Learning (CASEL)'s five core competencies (2017), and the Next Generation Accountability System (Connecticut State Department of Education, 2015). The Waterbury Public Schools framework is collaborative in nature and emphasizes a multi-tiered system of support (MTSS) approach to delivering services to students and families in a systematic, equitable way.

2020 Connecticut Framework Model



[Connecticut Comprehensive K-12 School Counseling Framework Guide](#)

Waterbury Public Schools

Counseling Framework Foundation

Mission

The mission of the school counselors of Waterbury Public Schools is to empower all students to reach their full potential and to be productive life-long learners.

Vision

All graduates of Waterbury Public Schools will have the knowledge to grow, adapt, and achieve within a diverse, ever-changing global society.

Core Values

1. All students are unique individuals with the ability to succeed in a safe, supportive, diverse and inclusive environment.
2. All students have equitable access to a high-quality comprehensive school counseling program; that promotes social-emotional growth, academic achievement, and college/career readiness.
3. School counselors proactively advocate for the school counseling profession with an emphasis on the emotional well-being and developmental growth of all students.
4. School counselors collaborate with students, families, staff, and community resources to enhance connectedness.
5. School counselors analyze and interpret data to evaluate, drive, and improve programming in order to increase student success.

Connecticut Student Standards

Academic Development	Career Development	Social-Emotional Development
Student Standard A1 Demonstrate skills for effective learning and achieving school success Student Standard A2 Demonstrate ability to plan a challenging program of studies to prepare for a variety of options after graduation. Student Standard A3 Demonstrate an understanding of the habits of mind of an engaged student in relation to all aspects of their lives. Student Standard A4 Demonstrate the ability to integrate technology to enhance learning and to solve problems. Student Standard A5 Demonstrate the ability to use creativity and outside experiences to enrich the learning process Student Standard A6 Demonstrate the ability to set goals based on reflective evaluation of current performance.	Student Standard C1 Identify personal values, personality, abilities, and interests in relation to career options and the world of work. Student Standard C2 Demonstrate the skills and abilities to research, identify career options, and make the necessary steps to obtain employment. Student Standard C3 Demonstrate effective workplace habits and the ability to transfer employability skills to future career success and from job-to-job across the lifespan. Student Standard C4 Demonstrate an understanding of work/life balance and how it impacts quality of life, personal and financial well-being, and lifestyle choices. Student Standard C5 Identify a plan to make a successful transition from school to postsecondary education and/or the world of work. Student Standard C6 Demonstrate an understanding of technology in the workplace.	Student Standard S/E 1 Demonstrate an understanding of how individual actions can impact relationships, environments, and influence other people. Student Standard S/E 2 Demonstrate cultural awareness when collaborating with others and taking steps to be inclusive. Student Standard S/E 3 Demonstrate the ability to make decisions, think divergently, and take steps to achieve desired outcomes. Able to overcome challenges and obstacles and develop positive coping strategies and build resilience. Student Standard S/E 4 Demonstrate an understanding of the relationship between practicing self-care, healthy sense of self, and personal well-being. Student Standard S/E 5 Demonstrate understanding and practice of personal safety skills. <i>Student Standard S/E 6</i> Demonstrate an understanding of the risks and responsible use of technology.

Comprehensive Service Delivery Framework

Direct Student Services

Direct student services are provided by our school counselors while working directly with students. This face to face time includes individual student planning, delivering the school counseling curriculum, and responsive services. These services are data driven and meant to help promote healthy development, a positive attitude toward work and learning and help students achieve success in school as well as effectively identify post-secondary choices. Direct services can be proactive and reactive.

Individual Student Planning

Session results in the development of a Student Success Plan for each student that is focused on career/education/social-emotional goals and postsecondary options. The plan is revised and modified annually throughout the student's school career beginning in middle school and continuing throughout high school.

School Counseling Curriculum

Classroom Lessons: School counselors, in collaboration with teachers, deliver a learning activity or unit in the classroom. The curriculum provides developmental and sequential lessons and activities in classroom and/or group settings, which address student development in academic, career and social-emotional domains. Lessons are approximately 45 minutes in length.

Small Groups: Counselors conduct groups outside the classroom to respond to students' identified interests or needs. School counselors plan and lead structured activities that are designed to increase the skills and knowledge of student participants. Small groups will be developed by analyzing data from classroom lessons, as well as student feedback, and collaboration with staff and families. Groups may also be formed as a need arises.

School-wide Events and Activities: Designed to reinforce the concepts being taught in the classroom by school counselors. Collaborations within and outside the school community are used to address specific information relevant to students and families. Examples: academic presentations, guest speakers, career fair, financial aid night, middle/high school transitioning.

Responsive Services

School counselors are trained and prepared to react to a crisis or immediate need experienced by a student or school community. School counselors provide supportive individual and group counseling, referral, collaboration, and consultation to help students and families overcome academic, personal-family, and socio-emotional barriers to healthy development. (CT Comprehensive K-12 School Counseling Framework Guide, November 2020)

Direct Student Service	Grade Level	Frequency/Duration	Data Monitoring
Individual Student Planning	K-2	1 x each year	Check in/goal setting
	3-5	1x each year	Check in/goal setting
	6-8	1 x each year	Tracking participation, goal setting, power school
	9-12	2 x each year	Credit check, tracking participation
Classroom Lessons	K-2	3 x each year	Post Assessments
	3-5	3 x each year	Post Assessments
	6-8	3 X per class each year	Post Assessments
	9-12	2 x each year	Post Assessments
Small Groups (based on identified student needs/interest)	K-12	Groups meet for 4 to 6 weeks	Feedback survey and anecdotal feedback
School-wide Events and Activities	K-5	1 x each year	Feedback survey
	6-8	1 x each year	Feedback survey
	9-12	2 x each year	Feedback survey

Indirect Student Services

Indirect student services are provided by our school counselors on behalf of students. School counselors take a team approach when working on behalf of students. As part of this team approach, consultation with staff, administration, and families in regards to the challenges and barriers that students face, is an important part of our school counseling framework.

Through collaboration within the school and with outside agencies, school counselors develop programming as part of the comprehensive school counseling framework that fits the needs of students, parents and community members. Collaboration also allows for the school counseling department to make connections with outside agencies to provide students and parents with a number of resources that are available to them to help with issues that are not otherwise within the scope of the school day. School counselors often become a point of contact for families within the school. By providing referrals, families are able to connect with needed services not only within the school system, but outside in the community as well. (CT Comprehensive K-12 School Counseling Framework Guide, November 2020).

School Counseling Curriculum

Our school counseling curriculum was developed using a needs assessment conducted throughout our school community in Spring 2019. The student lessons are aligned to the 2020 Connecticut School Counseling Standards (pg. 6) and are based on what students should be able to understand, know, and be able to do in the academic, career, and social-emotional domains.

Elementary School Curriculum

Kindergarten	Grade 1	Grade 2
• Support Systems • Friendship/feelings • Bullying/kindness • School Success • School wide career/college	• Support Systems • Friendship/feelings • Bullying/kindness • Goal setting • School wide career/college	• Support System • Friendship/feelings • Bullying/kindness • Goal setting • School wide career/college
Grade 3	Grade 4	Grade 5
• Support Systems • Friendship/diversity • Bullying/Kindness • Goal setting • School wide career/college	• Support System • Friendship/diversity • Bullying/kindness • Goal Setting • School wide career/college	• Support System • Friendship/Conflict Management • Bullying/kindness • Goal setting • School wide career/college • Middle school transition

Middle School Curriculum

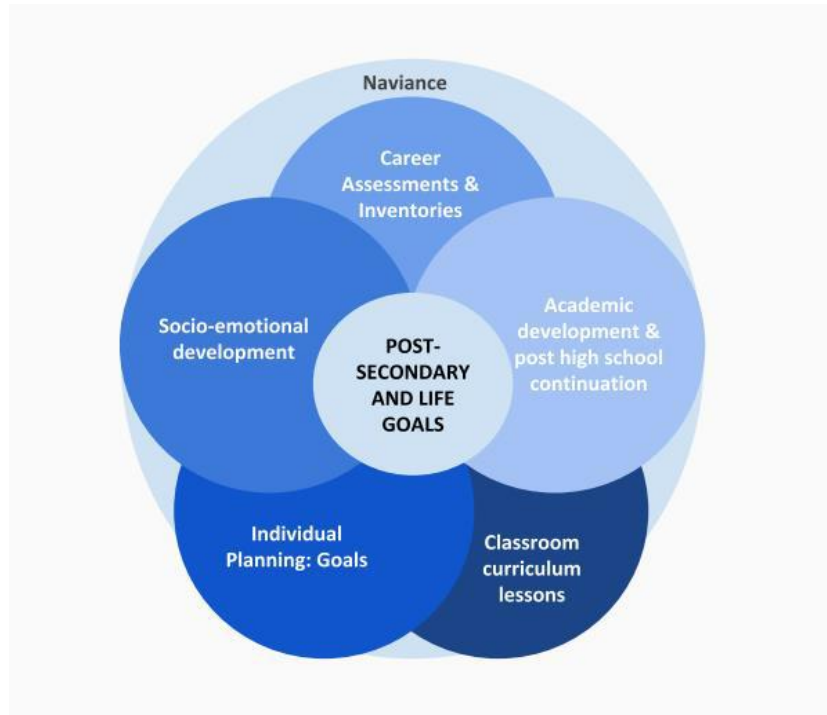
Grade 6	Grade 7	Grade 8
• Success in Middle School • Responsible Decision Making • Career Exploration	• Time Management • Conflict Resolution • Career Explorations and High School Options	• Review of High School Options • Choices and Consequences • Career Clusters and High School Classes

High School Curriculum

Grade 9	Grade 10
• 2 Individual Planning Meetings (Quarter 1/Feb.) • 2 Classroom Lessons ◦ Academic Success (September/October) ◦ Career Exploration (April/May) • Small Groups (Tier 2 intervention based on needs) • Student/Parent Event (Dec.)	• 2 Individual Planning Meetings (Oct.-Mar.) • 2 Classroom Lessons ◦ Time Management/Goal Setting (October) ◦ College/Career Research (May) • Small Groups (Tier 2 intervention based on needs) • Student/Parent Event (Dec.)
Grade 11	Grade 12
• 2 Individual Planning Meetings (Mar.-May) • 2 Classroom Lessons ◦ Test Taking Skills (Sept./Oct.) ◦ Post-Secondary Planning (April) • Small Groups (Tier 2 intervention based on needs) • Student/Parent Event (Dec.)	• 2 Individual Planning Meetings (Sept.-Nov.) • 2 Classroom Lessons ◦ Time Management (November) ◦ Adulting 101 (April) • Small Groups (Tier 2 intervention determined by needs) • Student/Parent Event (Oct.)

Student Success Plans

A Student Success Plan is an individualized student-driven portfolio that addresses a student's needs and interests through activities, with a focus on post-secondary and life planning starting in grade 6 and progressing through grade 12. These electronic plans are developed, monitored, and maintained in Naviance.



School Counselor's Role in Student Success Plans

Elementary School Counselors

- Prepare students for academic success through classroom lessons, small groups, and individual interventions.
- Introduce students to career exploration through classroom lessons and school wide events.
- Introduce Naviance to upper elementary students.

Middle School Counselors

- Introduce Naviance to middle school students.
- Utilize Naviance throughout middle school to begin exploring interests, strengths, and career/college options.

High School Counselors

- Utilize Naviance with students for ongoing college/career exploration.
- Utilize Naviance to help prepare students for future success (i.e. resume building).
- Utilize Naviance as a planning tool for monitoring college applications and deadlines.

Individual Planning Meetings

Individual Planning (IP) meetings are held annually between a student and their assigned counselor beginning in grade six throughout high school graduation. The meetings are designed to help a student monitor and direct their own learning, personal development, and plan for the future through their Student Success Plans. IP's are documented in Naviance by Counselor & Student. Student data is used to inform these meetings and includes but is not limited to the following: standardized test scores, academic records, Student Success Plans, Naviance, in-house assessments and student surveys. In addition to the annual Individual Planning Meeting, students can meet with their school counselor as needed.

Elementary Schools

K-2

- Discuss feelings toward school/are they feeling connected to the school community
- Discuss academic strengths and weaknesses and what strategies they can access to maximize their learning
- Review the importance of setting goals and the connection to future success

3-5

- Discuss their feelings toward school, the connections they have made to faculty and friends and how what they are learning connects to their future
- Review academic performance and discuss strategies they can utilize to maximize learning
- Discuss middle school transition and available school options
- Review power school login
- Discuss the purpose of creating goals and the connection to future success

Middle Schools

Grade 6

- Discuss transition to middle school
- Review academic performance
- Discuss their feelings about school/learning and the connection to their future
- Review the purpose of Naviance and their SMART goal

Grade 7

- Review academic performance
- Discuss how to maximize academic success and the connection to their future
- Review Naviance SMART goals and completed strengths explorer/career inventories
- Discuss their high school plans

Grade 8

- Discuss high school options
- Review academic performance
- Review high school course selection
- Identify at least 2 possible extra-curricular activities that match the student's interests

High Schools

Grade 9

- Self-introduce and discuss how to access school counseling services
- Review graduation requirements
- Hand out and review grade 9 checklist
- Review academic performance to date
- Explore relationship between academic performance and work
- Identify at least 3 possible extra-curricular activities that match the student's interest
- Discuss course selection for sophomore year

Grade 10

- Review academic performance to date
- Hand out and review grade 10 checklist
- Review transcript and discuss concept of 10th Grade being an academically pivotal year being on track for graduation
- Discuss tentative educational/career goals
- Review career development resources (assessments, community service, resume, Student Success Plan)
- Discuss course selection for junior year

Grade 11

- Review academic performance to date including transcript and being on track for graduation
- Hand out and review grade 11 checklist
- Review tentative educational/career goals
- Discuss selection of courses for senior year
- Discuss standardized testing (how to register and interpretation of any standardized test score)
- Discuss college and career readiness resources and develop concrete plan for post-secondary goals
- Families are invited to participate in session

Grade 12

- Review academic performance to date including transcript
- Review progress toward graduation requirements and courses required for graduation
- Hand out and review grade 12 checklist
- Discuss the importance and impact of having a strong academic finish
- Update post-secondary plan and outline steps for completion
- Discuss and create a plan for FAFSA and scholarships (if applicable)
- Discuss standardized testing (how to register and interpret any standardized testing scores)

Note: All services listed are minimum expectations

Grade 6 Checklist

The focus of the first year of middle school is to *identify your strengths and interests by learning about yourself as you begin your middle school journey. Use this checklist throughout the year to assist you on your path to self-discovery:*

RIGHT AWAY:

- ☐ Know your School Counselor and learn how best to contact them
- ☐ Review your schedule, if you have questions, schedule an appointment
- ☐ Access important information and school/district *announcements* and *opportunities*:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent/guardian)
 - ☐ District and school websites: www.waterbury.k12.ct.us
 - ☐ Have your parent/guardian follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ Naviance- Log in using CLEVER- Choose your path on your Naviance homepage

IN THE FALL/WINTER

- ☐ Review the expectations of your middle school
- ☐ Get to know the adults in your middle school
- ☐ Check your PowerSchool grades on a regular basis
- ☐ Get involved in extracurricular activities and establish yourself as a **LEADER** (clubs, sports, community service)
- ☐ Become familiar with the **WATERBURY PROMISE** program
- ☐ Learn how to sign in on Naviance
- ☐ Complete your **Naviance** Tasks/Surveys: **Building Relationships and Academic SMART Goal**
 - ☐ Naviance- Log in using CLEVER

IN THE SPRING

- ☐ Complete your **Naviance** Tasks: **Strengths Explorer**
 - ☐ Naviance- Log in using CLEVER
- ☐ Identify your strengths/weaknesses and how they connect to your future planning
- ☐ Review PowerSchool grades and identify areas in need of improvement
- ☐ Identify two things that helped you be successful this school year
- ☐ Explore summer enrichment programs (pre-college) and/or youth employment opportunities



Grade 7 Checklist

The focus of the second year of middle school is to *identify your interests and passions by making decisions that lead you towards opportunities and people you would like to learn more about. Use this checklist throughout the year to assist you:*

RIGHT AWAY:

- ☐ Know your School Counselor and learn how best to contact them
- ☐ Review your schedule, if you have questions, schedule an appointment
- ☐ Access important information and school/district *announcements* and *opportunities*:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent/guardian)
 - ☐ District and school websites: www.waterbury.k12.ct.us
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ **Naviance**- Log in using CLEVER- Choose your path on your Naviance homepage

IN THE FALL/WINTER

- ☐ Review the expectations of your middle school
- ☐ Get to know the adults in your middle school
- ☐ Continue to check your power school grades on a regular basis
- ☐ Get involved in extracurricular activities and establish yourself as a **LEADER** (clubs, sports, community service)
- ☐ Become familiar with the **WATERBURY PROMISE** program
- ☐ Review how to sign in on **Naviance** and complete your required tasks/surveys
- ☐ Start to become familiar with the high school options available to you
- ☐ Discuss with families and look for possible opportunities to start visiting high school programs in the area
- ☐ Complete your Naviance Tasks/Surveys: **Time Management and Conflict Resolution**
 - ☐ Naviance- Log in using CLEVER- Choose your path on your Naviance homepage

IN THE SPRING

- ☐ Complete your **Naviance** Tasks: **Career Interest Inventory & High School Options**
 - ☐ **Naviance**- Log in using CLEVER
- ☐ Continue to utilize your time management and organization skills (i.e., Google Calendar or planner)
- ☐ Review your strengths/weaknesses and how they are influencing your future planning
- ☐ Review PowerSchool grades and identify areas in need of improvement
- ☐ Identify what has helped you be successful this school year
- ☐ Explore summer enrichment programs and/or youth employment (if age appropriate) opportunities



Grade 8 Checklist

The focus of the last year of middle school is to *prepare and plan* for your high school journey and beyond. Use this checklist throughout the year to assist you:

RIGHT AWAY:

- ☐ Know your School Counselor and learn how best to contact them
- ☐ Review your schedule, if you have questions, schedule an appointment
- ☐ Access important information and school/district *announcements* and *opportunities*:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent/guardian)
 - ☐ District and school websites: www.waterbury.k12.ct.us
 - ☐ Follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ **Naviance**- Log in using CLEVER- Choose your path on your Naviance homepage

IN THE FALL/WINTER

- ☐ Review the expectations of your middle school
- ☐ Get to know the adults in your middle school
- ☐ Continue to utilize your time management and organization skills (i.e., Google Calendar or planner)
- ☐ Continue to check your PowerSchool grades on a regular basis (recommend weekly)
- ☐ Get involved in extracurricular activities and establish yourself as a **LEADER** (clubs, sports, community service)
- ☐ Understand the requirements and opportunities offered to you through the **WATERBURY PROMISE** program
- ☐ Review how to sign in on **Naviance** and complete your required tasks/surveys
- ☐ Complete your **Naviance** Tasks/Surveys: **Review of High School Options & Coping Skills**
 - ☐ Naviance- Log in using CLEVER

IN THE SPRING

- ☐ Complete your **Naviance** Tasks: **Career Clusters & Choosing High School Classes**
 - ☐ Naviance- Log in using CLEVER
- ☐ Review your strengths/weaknesses and how they are influencing your future planning
- ☐ Review PowerSchool grades and identify areas in need of improvement
- ☐ Identify what has helped you be successful this school year
- ☐ Explore summer enrichment programs and/or youth employment (if age appropriate) opportunities



Grade 9 Checklist

The focus of the first year of high school is to create a strong *foundation* by positively connecting with others, establishing good study habits and decision making skills and keeping informed of your own academic progress. *Use this checklist throughout the year to assist you:*

RIGHT AWAY

- ☐ Meet your School Counselor and learn how best to contact him/her
- ☐ Review your schedule. If you have questions, schedule an appointment
- ☐ Make sure you are getting important information by utilizing the following:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent)
 - ☐ District and schools website: www.waterbury.k12.ct.us
 - ☐ Follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ Naviance- Log in using CLEVER- Choose your path on your Naviance homepage

IN THE FALL

- ☐ Review the high school graduation requirements
- ☐ Get involved in extracurricular activities (clubs, sports, community service)
- ☐ Familiarize yourself with Waterbury Promise
- ☐ Attend the College and Career Fair
- ☐ Complete Student College and Career Interest Google Survey (English, Spanish, Albanian, and Portuguese)
- ☐ Take the PSAT 9 in school
- ☐ Monitor your grades weekly on PowerSchool

IN THE WINTER

- ☐ Utilize Naviance to create a resume - Log in using CLEVER
- ☐ Begin career exploration
- ☐ Prepare for midterms
- ☐ Begin saving work that shows your understanding of the WPS Portrait of a Graduate:
 - ☐ Communicator
 - ☐ Collaborator
 - ☐ Life-Long Learner
 - ☐ Knowledgeable
 - ☐ Problem Solver
 - ☐ Growth Mindset
 - ☐ Grit
 - ☐ Social and Emotional Intelligence
- ☐ Continue checking your Google applications each day to make sure you don't miss important information (Google Classroom, School Email, Google Calendar)

IN THE SPRING

- ☐ Take the PSAT 9 in school
- ☐ Investigate results from Naviance Career Interest Inventory
- ☐ Ask two adults in the school if you can list them as references for your portfolio

- ☐ Review your credit check sheet and meet with your school counselor to complete your course requests for sophomore year
- ☐ Use your resume to help you complete your activity/award information sheet for 9th grade
- ☐ Prepare for finals
- ☐ Check that you are on track to graduate in 2027
 - ☐ If not, ask about summer school
- ☐ Investigate summer enrichment programs, youth employment opportunities, or WPS summer internship programs



Grade 10 Checklist

The focus of the second year of high school is to *identify your interests and passions* by making decisions that lead you towards opportunities and people you would like to learn more about. Use this checklist throughout the year to assist you:

RIGHT AWAY:

- ☐ Meet your School Counselor and learn how best to contact him/her
- ☐ Review your schedule. If you have questions, schedule an appointment
- ☐ Make sure you are getting important information by utilizing the following:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent)
 - ☐ District and schools website: www.waterbury.k12.ct.us
 - ☐ Follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ Naviance- Log in using **CLEVER**, Choose/Update your path on your Naviance homepage
 - ☐ CollegeBoard.com, [Khan Academy](http://KhanAcademy.com) (**Link** Khan Academy account to your College Board account for personalized test preparation)

IN THE FALL

- ☐ Review the high school graduation requirements
- ☐ Get involved in extracurricular activities and establish yourself as a **LEADER** (clubs, sports, community service)
- ☐ Become knowledgeable of **WATERBURY PROMISE scholarship requirements**
- ☐ Attend a College and Career Fair
- ☐ Complete Student College and Career Interest Google Survey (English, Spanish, Albanian, and Portuguese)
- ☐ Take the PSAT in school

IN THE WINTER/SPRING

- ☐ Complete your Naviance Tasks, be sure to log in using **Clever**:
 - ☐ Create/Update your Resume
 - ☐ Create/Add to your List of References
 - ☐ Add/Update Activity/Award Info Sheet
 - Long term/Short term Goals
 - ☐ Career Interest Profiler
- ☐ Investigate results from Naviance Career Interest Profiler
- ☐ Check that you are on track to graduate; ask about credit retrieval and/or Summer School if needed.
- ☐ Review your Credit Check Sheet and complete **COURSE REQUESTS** for junior year
- ☐ Identify your strengths and weaknesses. Are you already a Portrait of a Graduate or do you need to work to improve in any of these areas?
 - ☐ Communicator
 - ☐ Collaborator
 - ☐ Life-Long Learner
 - ☐ Knowledgeable
 - ☐ Problem Solver

- ☐ Growth Mindset
- ☐ Grit
- ☐ Social and Emotional Intelligence
- ☐ Investigate summer enrichment programs (pre-college) or youth employment opportunities, or WPS summer internship program



Grade 11 Checklist

The focus of the third year of high school can be broken down into four parts: Maintaining passing grades and earning credits, preparing for and participation in standardized testing, research and planning for college and careers and developing a portfolio for your Mastery Based Credit. Use this checklist throughout the year to assist you:

RIGHT AWAY

- ☐ Meet your School Counselor and learn how best to contact him/her
- ☐ Review your schedule. If you have questions, schedule an appointment
- ☐ Make sure you are getting important information by utilizing the following:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent)
 - ☐ District and schools website: www.waterbury.k12.ct.us
 - ☐ Follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ Naviance- Log in using **CLEVER**, Choose/Update your path on your Naviance homepage
 - ☐ CollegeBoard.com, [Khan Academy](http://KhanAcademy.com) (**Link** your Khan Academy account to your College Board account for personalized test preparation)

IN THE FALL

- ☐ Update resume on Naviance
- ☐ Continue to stay involved in sports, clubs and leadership opportunities
- ☐ Take advantage of **GEAR UP** and **WATERBURY PROMISE** programs
- ☐ Attend College and Career Fair in school
- ☐ Complete Student College and Career Interest Google Survey (English, Spanish, Albanian, and Portuguese)
- ☐ Take PSAT/NMSQT in school
- ☐ Login to your [College Board](http://CollegeBoard.com) account
 - ☐ Use [Big Future](http://BigFuture.org) on College Board to explore careers and colleges
 - ☐ Create a list on College Board of colleges you are interested in researching (Likely, Match, Reach)
 - ☐ **Link** [Khan Academy](http://KhanAcademy.com) to your College Board account and practice your SAT skills
 - ☐ Take the PSAT in school
 - ☐ Go to the [NCAA website](http://NCAA.com) if you want to play sports in college, and notify your counselors

WINTER

- ☐ Schedule a Junior planning meeting with your counselor, choose courses for 2024-2025
- ☐ Review your Credit Check Sheet, learn more about Mastery Based Credit portfolio
- ☐ If possible, schedule college visits and tours (use school calendar to see days off in Jan/Feb)
- ☐ Attend virtual college fairs hosted by colleges you are interested in, and **sign up for REP VISITS on Naviance.**
- ☐ Use Khan Academy to practice your skills *before* SAT School Day in March
- ☐ Update your resume on Naviance
- ☐ Look into [College Board Opportunity Scholarships](http://CollegeBoard.com) and monitor your **WATERBURY PROMISE** status

- ☐ Prepare documents for your Mastery Based Credit portfolio: samples of work that show your growth as a WPS Portrait of a Graduate:
 - ☐ Communicator
 - ☐ Collaborator
 - ☐ Life-Long Learner
 - ☐ Knowledgeable
 - ☐ Problem Solver
 - ☐ Growth Mindset
 - ☐ Grit
 - ☐ Social Emotional Intelligence

SPRING

- ☐ Meet with your school counselor for senior year schedule check/summer school/**WATERBURY PROMISE** status
- ☐ Take the SAT on the SAT School day
- ☐ Take the NGSS test
- ☐ Register for a Saturday SAT/ACT if you prefer a different testing environment
- ☐ Investigate careers using Naviance and <https://www.bls.gov/k12/students/careers/career-exploration.htm>
- ☐ Attend College Planning Night at your school
- ☐ *Begin* writing college essay, attend essay writing workshops if offered by College Counselor
- ☐ Ask teachers for letters of recommendation (in person) and by using Naviance
- ☐ *Finalize* your resume on Naviance
- ☐ Gather/edit documents for your Mastery Based Credit

SUMMER

- ☐ Schedule college visits and tours
- ☐ Complete your college essay
- ☐ Register for a fall SAT/ACT if you prefer to take a Saturday SAT or ACT
 - ☐ Use Khan Academy to practice your skills
- ☐ Narrow down your college list (should be no longer than 7-8 schools)
- ☐ Begin looking into scholarships using Naviance as well as Google searches
- ☐ Gather materials you will need for your college applications and FAFSA



Grade 12 Checklist

The focus of the final year of high school is a combination of *planning* and *reflecting*. Utilizing time management and self-assessment skills during the college/career process is an opportunity to identify how you have grown to become a Portrait of a Graduate over the last four years. Use this checklist throughout the year to assist you on your path to graduation:

RIGHT AWAY

- ☐ Meet with your School Counselor and learn how best to contact her.
- ☐ Review your schedule. If you have questions, schedule an appointment
- ☐ Make sure you are getting important information by utilizing the following:
 - ☐ **PowerSchool App, ParentSquare App** (both for you and your parent)
 - ☐ District and schools website: www.waterbury.k12.ct.us
 - ☐ Follow on Instagram: School Usernames
- ☐ Know how to use the following resources when signed in to your school account:
 - ☐ **Clever Account (for Naviance Log in**
 - ☐ **Google Classrooms**
 - ☐ **Your School Email**
 - ☐ **Your School Google Calendar**
- ☐ Check that you are able to log on to the following websites:
 - ☐ Naviance- Log in using **CLEVER**, Choose/Update your path on your Naviance homepage
 - ☐ CollegeBoard.com, [Khan Academy](http://KhanAcademy.com) (**Link your Khan Academy account to your College Board account for personalized test preparation**)

IN THE FALL

- ☐ Update resume on Naviance
- ☐ Update activity/award information sheet. Share with recommenders.
- ☐ Sign up for College Representative visits on Naviance, be sure to attend
- ☐ Complete Student College and Career Interest Google Survey (English, Spanish, Albanian, and Portuguese)
- ☐ Create Common App account and keep track of your username and password
 - ☐ Be sure to use your personal email and not your school email!
- ☐ Follow up with/request letters of recommendation from teachers in person
 - ☐ Request letters of recommendations on Naviance
 - ☐ Give teachers at LEAST 2 weeks' notice
- ☐ Attend Financial Aid Night
- ☐ Attend College and Career Fair
- ☐ Take the School Day SAT
- ☐ Finalize college list on Common App/Naviance
- ☐ Speak to military recruiters regarding ASVAB and recruitment (if interested)
- ☐ Research trade schools and programs (if interested)
- ☐ If applying early, meet with your school counselor to finalize timelines and deadlines
- ☐ Check school email for notifications from **WATERBURY PROMISE**
- ☐ Listen for Senior specific announcements on the intercom, in the Grade 12 Google Classroom, and on social media
- ☐ If you are applying to college under Early Decision or Early Action, submit application, and notify your counselor

IN THE WINTER

- ☐ Attend FAFSA sessions
 - ☐ Sign up with **YOUR SCHOOL/COLLEGE COUNSELOR**, parents can also attend.
- ☐ Start investigating scholarship opportunities
 - ☐ Check posts in Grade 12 Google Classroom and on Naviance
 - ☐ Google scholarship opportunities
 - ☐ Check school email for **WATERBURY PROMISE** notifications and information requests
- ☐ Be sure to have completed the FAFSA
 - ☐ Keep track of FAFSA deadlines for your specific schools/programs
- ☐ Submit any regular decision applications by the DEADLINE
 - ☐ Communicate with your school counselor about submitting supporting documents
- ☐ Attend college presentations and listen for any field trips to visit campus
- ☐ Listen for field trips to visit any trade school programs
- ☐ Continue speaking with military recruiters
- ☐ For those interested in School-to-Work, speak to your counselor regarding career exploration opportunities (<https://www.bls.gov/k12/students/careers/career-exploration.htm>)
- ☐ As you receive decisions from schools, let your school counselor know
- ☐ Listen for Senior specific announcements on the intercom, in the Grade 12 Google Classroom, and on social media
- ☐ Keep up your grades and make good choices!

IN THE SPRING

- Update/finalize resume on Naviance
- By May 1st: Decide which school you will attend in the fall
 - Notify the college of your decision and submit enrollment deposit (to ONE school!)
 - Notify the other colleges you were accepted to that you will not be attending
- Notify your school counselor of your final decision AND document on Naviance
- Continue to communicate with **WATERBURY PROMISE** through school email
- Continue to follow school rules, so that you remain eligible for Senior activities, like Prom and the senior class trip
- Make final decision for trade school and notify your school counselor
- For those planning to work immediately after high school graduation, speak to your counselor regarding specific career plan (<https://www.bls.gov/k12/students/careers/career-exploration.htm>)
- Discuss basic training dates with your military recruiter
- Listen for Senior specific announcements on all school and social media platforms
- Complete the 'Application to Graduate' on Naviance before returning your computer
- Enjoy SENIOR YEAR and GRADUATE!

IN THE SUMMER

- Follow up with your college/university regarding placement exams or summer program
- Attend **WATERBURY PROMISE** Scholars Celebration
- Check your college portal often to remain aware of important financial aid and/or move-in deadlines.
- If living on campus, reach out to your roommate to connect before move-in day



School Counseling Resources

Key: S = Students | F = Families

Resources for Academic Success

[Granville Academy \(S, F\)](#) : Granville Academy is an after school program primarily for inner-city youth in grades 8 through 12. This program provides children with fundamental skills in business, finance, science and engineering.

[Ed.ted.com \(S\)](#): TED Lessons on organization & time management

[Ed.gov \(F\)](#): Homework Help

[Khanacademy.org \(S, F\)](#): To get personalized help with what you're studying or to learn something completely new.

Resources for College and Career Exploration

[Naviance Log-In \(S, F\)](#): College, career, and life readiness tool (inventories, school search, scholarships, resume template)

[College Board: For Parents \(F\)](#): Find out how you can help your child prepare for college, explore majors and careers, pay for college, and more

Resources for Social-Emotional Learning

[Casel.org \(F\)](#): Resources for both educators and parents, and for educators to share with parents, about ways that families can promote social emotional learning.

[Edutopia.org \(F\)](#): Transition Resources for Parents, Teachers, and Administrators: Help students make the transition into elementary, middle, high school, and beyond

[Lessons for SEL \(S, F\)](#): 6 Minute SEL is a resource to help boost core SEL skills.

Local Community Resources

[211ct.org \(S, F\)](#): 2-1-1 is a free, confidential information and referral service that connects people to essential health and human services 24 hours a day, seven days a week online and over the phone.

[Waterbury Public Schools Family & Community Engagement Resource Guide \(F\)](#): This resource guide was put together by Waterbury Public Schools Welcome Center staff as a collaboration with community agencies.