



Franklin Monroe Local Schools

8591 Oakes Road – Arcanum, Ohio 45304
Po Box 78 – Pittsburg, OH 45358
(937) 947-1371 {Fax} - (937) 947-1328 {Office}

Practices and Procedures

Preparing for Graduation - The Year at a Glance

(Graduation, Career, and College Events)

Fall

- **Group Meetings (All Grades):** Graduation requirements, scholarship processes (Seniors), yearly plans, goals, and pathways.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - EVERY student in each grade attends the meeting. An announcement is made indicating when each grade level is to come to the cafetorium.
- **Career Exploration Activity & Discussion:** Freshmen, Sophomores.
 - The FM school counselor emails both students and parents to inform them of what will be taking place and when.
 - The teacher also lets students know prior to when the school counselor will be in their classroom and when. This is done during Intro to Business Tech and English classes. All freshmen and sophomore students attend.
- **Individual Meetings:** Sophomores, Juniors, Seniors – review graduation progress, alternate pathways, career goals, pathway progress, honors diploma requirements, associate degree progress.
 - Teachers and students are emailed prior to letting them know the date range in which the school counselor will be starting to visit each grade level.
 - Students are informed by their teachers when it is their turn to come see the school counselor. EVERY sophomore through senior is seen, including those at MVCTC.



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- **MVCTC Planning:** Arrange sophomore visit (Sophomores).
 - The FM school counselor will arrange a meeting time and date with MVCTC.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - EVERY sophomore attends this meeting.
 - Students are called to the cafetorium for the presentation over the intercom.
- **Job Shadowing:** County-wide event (Juniors, Seniors).
 - FM receives dates for the event and shares them with students through emails and full class meetings with ALL juniors and seniors at FM.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is also posted on the school website.
 - Students who have signed permission returned to the school counselor will then be allowed to attend.
- **College Credit Plus (CCP) Family Information Meeting (All Grades):** Meeting to discuss information about CCP procedures and details. Representatives from colleges are present.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is also posted on the school website.
 - Parents and students are emailed about when and what the meeting will entail in the weeks prior to the event.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - Students entering 7th grade to 12th grade and their parents are invited to attend.



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- **College & Career Fairs:** Juniors, Seniors.

- Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
- Information about the event is also posted on the school website.
- Information about the event is emailed to students.
- All juniors/senior students who have signed permission may attend the event.

❄ Winter

- **State Testing Retakes:** Sophomores, Juniors, Seniors.

- Letters are sent home to students and parents approximately one month prior informing them if their student must take a retake End of Course test.
- The School Counselor speaks to students individually.
- Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
- Information about the event is emailed to the specific students retaking the state tests students.

- **MVCTC Sophomore Career Day Visit:** Sophomores.

- FM receives the date for the event and it is put on the district calendar.
- The school counselor arranges the information about what students should expect and that is shared out to students through a permission form.
- All sophomore students who return a signed permission form may attend the event.
- Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
- Information about the event is posted on the school website.



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- Information about the event is emailed to students.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - **MVCTC Application release:** Sophomores.
 - MVCTC announces application opening to students at sophomore career day.
 - The FM school counselor also receives this information and shares it through email to ALL sophomore students/parents.
 - All students interested in MVCTC are free to complete the application.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - **MVCTC Course Scheduling:** Sophomores – ensure graduation requirements are met.
 - Once an application is completed by students expressing interest in MVCTC the FM school counselor meets with the student individually to discuss classes they will take at MVCTC.
 - Only those students who have completed an application will be called upon.
 - **CCP Meetings:** With local representatives for next semester scheduling (Juniors, Seniors).
 - The FM school counselor arranges dates for representatives to be present.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is posted on the school website.
 - Information about the event is emailed to students.
 - A sign up sheet is posted on the school counselor's door and all students who sign up are able to come meet with the representative.
 - This is for all current juniors/seniors in the CCP program.
 - **ACT Preparation:** Juniors.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.



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- Information about the event is posted on the school website.
 - Information about the event is emailed to students.
 - Letters are sent home to students and parents approximately one month prior informing them of information regarding the ACT preparation session.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - All juniors who did not opt out of the ACT must attend.
- **FAFSA Help Night: Seniors.**
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is posted on the school website.
 - Information about the event is emailed to students.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - This is for any senior that has interest in going to college.
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Spring

- **Freshman Meetings:** Review year progress, graduation requirements and discuss career interests.
 - Teachers and students are emailed prior to letting them know the date range in which the school counselor will be starting to visit with each student.
 - Students are informed by their teachers when it is their turn to come see the school counselor.
 - EVERY freshman visits with the school counselor.
- **Class Scheduling:** Freshmen, Sophomores, Juniors – discuss graduation pathways (Agriculture, Business, College, MVCTC, etc.).
 - Teachers will let students know prior to when the school counselor will be arriving in their classrooms to discuss the next year's class schedules.



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- Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is emailed to the students and parents about what is happening prior to the school counselor coming into the classroom.
 - EVERY student in grades 9-11th grade will speak with the school counselor either in the full classroom or individually if they were absent.
 - **Accuplacer Testing:** CCP applicants (Freshmen, Sophomores, Juniors).
 - A sign up sheet is posted.
 - A date is arranged with the Edison representative on when this will take place; it is then placed on our district calendar.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is posted on the district website.
 - Information about the event is emailed to students and parents.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - All students not already enrolled in CCP are allowed to attend.
 - **WebXams & Retakes:** Career-Focused Classes (All Grades).
 - WebXams are completed within the career tech classrooms.
 - Students are informed by their teachers when these will take place; if they need to retake they are informed as well.
 - All students in career-focused classes will take WebXams.
 - **State Testing:** Freshmen, Sophomores, Juniors.
 - Letters are sent home to students and parents approximately one month prior informing them of the testing schedule for the spring.
 - Teachers speak to students about testing dates and what to expect.



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 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - **ACT Administration:** All Juniors who did not opt out.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is posted on the district website.
 - Information about the event is emailed to students.
 - Letters are sent home to students and parents approximately one month prior informing them of information regarding the ACT testing session.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - All juniors who did not opt out will take the ACT.
 - **CCP Meetings:** Sophomores, Juniors – plan for next year.
 - The FM school counselor arranges dates for representatives to be present.
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is posted on the school website.
 - Information about the event is emailed to students.
 - This is for ALL sophomores/juniors wanting to sign up for classes online/at Edison.
 - A sign up sheet is posted on the school counselor's door and all students who sign up are able to come meet with the representative.
 - **Rise Up Completion:** If needed to demonstrate the competency graduation requirement (All Grades).
 - The FM school counselor will speak to students and families individually if students must take this.



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- **Senior Check-Ins:** Review graduation progress, honors diploma status, associate degree progress, and career opportunities.
 - Teachers and students are emailed prior to letting them know the date range in which the school counselor will be starting to visit seniors.
 - Students are informed by their teachers when it is their turn to visit the school counselor. EVERY senior at FM meets with the school counselor.
 - **MVCTC Visit:** Freshmen students on an IEP.
 - The Darke County ESC Special Education Supervisor arranges a date with MVCTC for freshmen students on an IEP to tour MVCTC and meet with the MVCTC Special Education Coordinator.
 - Students are accompanied by the FM Intervention Specialist and the Darke County ESC Special Education Supervisor.
 - The FM Intervention Specialist informs students and parents of the opportunity and date through a phone call and email. A permission form is sent home.
 - All freshmen students on an IEP with a signed permission form attend.
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Year-Round

- **Family Meetings:** As needed – review graduation requirements, pathways, progress, and career goals.
 - Meetings can be arranged through email, phone or in person.
 - Meetings are available anytime a parent has a concern or questions need answered.
- **Career/College Field Trips:** As opportunities arise (All Grades).
 - FM receives the date for the event and it is put on the district calendar.
 - The school counselor arranges the information about what students should expect and that is shared out to students through a permission form.
 - The grade level that is going will be provided a field trip permission form and anyone that returns signed permission will be allowed to attend.



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 - Information about the event is emailed to students.
 - A One Call text is sent to parents to inform them of the upcoming event a few days prior.
 - **College & Job Presentations: All Grades.**
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is emailed to students.
 - **Additional Job Shadowing: Beyond county-wide events (Juniors, Seniors).**
 - Students arrange their job shadowing events.
 - Students must fill out a permission form and are only allowed two extra opportunities.
 - Any student who completes proper signed permission forms will be allowed to attend.
 - **College Representative Visits: Juniors, Seniors.**
 - Announcements are included in the daily email updates and are also shared over the morning intercom throughout the week before, so students are aware of what's happening and when.
 - Information about the event is emailed to students.
 - All juniors/senior students who have interest in the college may come speak to the representative.
 - **Scholarship Information Posting: Seniors.**
 - Scholarship information is received by the FM school counselor.
 - That information is distributed by email to students/families, posted on the district website, and posted on a bulletin board in the building.
 - Some scholarships are added to morning announcements to let students know of upcoming deadlines of local scholarships.
 - All students who are eligible and interested in the scholarship are free to apply.



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- Most scholarships require information to be submitted directly to the scholarship but some do get submitted to the FM school counselor.
 - **Quarterly Academic Check-Ins:** Meet with students failing classes to discuss impact on graduation requirements (All grades).
 - Lists are printed with students who received failing grades for the quarter.
 - The FM school counselor calls students down to the office individually to discuss.
 - A phone call to parents is made to inform them of the discussion.
 - **Students with IEPs and Graduation:** To graduate with a regular diploma, students in the classes of 2023 and beyond must follow a typical pathway to meet Ohio's graduation requirements in addition to any requirements adopted by their district of residence for the student's four-year graduation cohort. This includes earning all required credits, demonstrating competency, and earning two diploma seals. All students in Ohio can follow a typical pathway to graduation. Ohio Revised Code 3323.011
 - Intervention Specialists will reference the Students with Individualized Education Programs Graduation Decision-Making Tool during Annual IEP Review meetings.

[Students with Individualized Education Programs Graduation Decision-Making Tool](#)

Helpful Resources can be found on the Counselor Corner page on the [Franklin-Monroe website](#).