

To: Eric Waddell , Superintendent  
From: Kelly Martin, Director of School Counseling  
Date: October 14, 2021  
RE:n Quarterly Report for October 19, 2021 School Committee Meeting

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**District Level:**

- Collaborate with teachers and staff and provide individual and small group support for students in need and/or crisis situations
- Coordinate referrals to Sweetser Counselors, District Social Worker, and other mental health services
- New student parent outreach, tours, introductions and help with acclimating to Kittery
- Coordinate End68 services
- Case manage 504 Accommodation Plans (lead meetings, write minutes and plans), attend Individualized Education Program (IEP) meetings and Individualized Language Acquisition Plan (ILAP) meetings. Assist in the referral processes for 504s and IEPs
- Review suicide awareness and prevention with all staff
- Identify and communicate with parents/guardians rights under the McKinney-Vento Homeless Assistance Act
- Address attendance concerns and collaborate with families to improve attendance
- Assist Sarah Owens with organizing and implementing the mentor program

**Mitchell School Counselors:**

- Deliver weekly Second Step Lessons (Social Emotional Curriculum) to all classrooms
- Deliver small group and one on one behavior RTI services
- Deliver Suicide Awareness Training (90 minutes) to new Mitchell Staff
- Meet with small groups of students daily at lunch
- Respond to mental health and behavioral crisis

**Shapleigh School Counselors:**

- Deliver weekly Second Step Lessons (Social Emotional Curriculum) to all classrooms
- Plan for administration of Maine Integrated Youth Health Survey, October 2021
- Observations, interventions, and peer mediations
- Shapleigh Strong Start Program - Offered prior to the start of school to all students experiencing high levels of anxiety

**Traip School Counselors:**

- Scheduling adjustments and working with data manager to account for all graduations standards
- Coordinate testing for PSAT/SAT
- Coordinate NWEA testing
- Plan for administration of Maine Integrated Youth Health Survey, October 2021
- Meet with senior students individually on developing post-high school plans
- Go into senior English classes to review post-high school plans, review Naviance and the Common Application process