

OLMS Counselor Calendar 2012-13

<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>
<ul style="list-style-type: none"> -Powerschool Training -Adjustments to master schedule -Complete program audit -6th Grade New Student/Parent Orientation -RAMP Application 	<ul style="list-style-type: none"> -New student intakes -New student orientation/building tours -“Meet the Counselors” parent meeting/Open House -“Meet the Counselors” introduction to 6th graders (drop in to science classes) -Schedule changes (drop/adds, balancing classes) -504 Distribution to staff -Care Plan updates -MS Counselor Department Meeting -Advisory Board meeting -Action Plan: Small Group Intentional Guidance - New student group -RAMP Application -Review Focus School data -Identify students for Student Success Groups 	<ul style="list-style-type: none"> -RAMP application -Action Plan: Small Group Intentional Guidance - New student group -Action Plan: Small Group Intentional Guidance – Student Success Group (6 weeks) -Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills -Coffee Talk with parents -Action Plan: Closing the Achievement Gap (7th grade AVID) 	<ul style="list-style-type: none"> -Contact parents of failing students to invite to conferences -Meet with D/F students -AVID College Visit (Wayne State) -Parent/Teacher conferences -District AVID Meeting -Michigan School Counselor Association Fall Conference (presentation) -Action Plan: Small Group Intentional Guidance – Student Success Group -Action Plan: Closing the Achievement Gap (7th grade AVID) -Action Plan: Closing the Achievement Gap (8th grade AVID) 	<ul style="list-style-type: none"> -ACT Explore Preparation -Testing schedule -Prep coverage -Document sorting -Accommodations -Material distribution and collection -Make Ups -Alphabetize Documents -Pack and ship -AVID Recruitment Committee -Identify new candidates for semester add ons -Guidance Curriculum: 8th grade ACT Explore Interest Inventory -Guidance Curriculum: Career Fair speaker recruitment -Coffee Talk -Action Plan: Closing the Achievement Gap (8th grade AVID) 	<ul style="list-style-type: none"> -Second semester schedule changes -Renew American School Counselor Association memberships -District counselor meeting -Data collection for Action Plans including 1st semester G.P.A., attendance and discipline records -Guidance Curriculum: Career Fair speaker recruitment -Master schedule development -Elective offerings -Course descriptions

<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>On-Going</u>
<ul style="list-style-type: none"> -Master schedule development <ul style="list-style-type: none"> -Elective offerings -Course descriptions -Course selection sheet presentation to students -Elementary registration packet distribute to 5th graders -5th grade parent night -AVID Recruitment Committee <ul style="list-style-type: none"> -identify candidates -parent informational night -student informational luncheon -Building-wide reading assessment and scoring -Review academic progress of students and begin retention meetings if needed -District AVID meeting -Michigan School Counselor Association winter conference -Coffee Talk -Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills -Advisory Board Meeting -Action Plan: Guidance Curriculum: Career Fair preparation <ul style="list-style-type: none"> -Proofread speaker bios -Scheduling of speaker rotation -Arrange teacher prep coverage -Prepare program Booklet 	<ul style="list-style-type: none"> -Organize high school counselor visit with 8th graders -Master schedule development <ul style="list-style-type: none"> -Review elective tallies -Finalize master Schedule -Individual student meetings for academic advising and course requests -Action Plan: Guidance Curriculum – 8th Grade ACT Explore score interpretation -Action Plan: Small Group Intentional Guidance – Grief Support Group (6 weeks) -Guidance Curriculum: Career Fair preparation <ul style="list-style-type: none"> -Finalize program Booklet -Work with P.T.O. on speaker breakfast -Speaker name tags -AVID recruitment committee <ul style="list-style-type: none"> -student interviews 	<ul style="list-style-type: none"> -Master schedule -Advanced Math Testing <ul style="list-style-type: none"> -Teacher recommendations -Test administration -Make ups -Determine reading and math support placements for next year -5th grade reading test administration -7th/8th grade course selection meetings (one-on-one with each student) <ul style="list-style-type: none"> -Coffee Talk -Action Plan: Small Group Intentional Guidance – Grief Support Group (6 weeks) -Action Plan: Guidance Curriculum – 7th/8th Grade Career Cruising 	<ul style="list-style-type: none"> -Master schedule -Elementary articulation meetings -OLMS 504 meetings -504 high school moveups -AVID signing day -AVID college visit (University of Michigan) - Advisory Board meeting -Coffee Talk with parents -Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills -Action Plan: Small Group Intentional Guidance – Grief Support Group (6 weeks) 	<ul style="list-style-type: none"> -8th grade honors night -8th grade promotion -High school articulation meeting -Finalize schedules for all students -6th grade move up day 	<ul style="list-style-type: none"> -AVID site team -AVID field trips -Bullying report investigation and conflict mediation -Child Study team <ul style="list-style-type: none"> -Student Success Plans -Data collection -Attend IEP meetings -Develop 504 plans -Placement testing -Responsive services <ul style="list-style-type: none"> -crisis intervention -Protective Services Referrals -Maintain counselor Twitter page -Referrals to therapists and agencies -Office administrative meetings -Truancy referrals/communications -Youth Assistance referral follow up -Parent meetings -Staffings with teachers, counselor, parent -New student building tours -RTI committee -Behavior plans -Daily communication <ul style="list-style-type: none"> -emails to/from parents -meeting with students -consulting with teachers -Arrange homebound services -P.T.O. meetings