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| August-Adjustments to master schedule-6th Grade New Student/Parent Orientation-New student testing-New student intake-Schedule changes | September-New student intakes-New student orientation/building tours-“Meet the Counselors” introduction to 6th graders (drop in to science classes)-Schedule changes (drop/adds, balancing classes)-Rework master schedule for two new teachers-Assistant Principal/Teacher interviews-504 Distribution to staff-Care Plan updates-MS Counselor Department Meeting w/ Abbott-Keynote speakers at Farmington Public Schools Counseling Dept meeting -Review Focus School data | October-MEAP Testing (testing schedule, sorting/counting test documents, accommodations, material distribution and collection, distribution of calculators and pencils, packing and shipping)-Action Plan: Small Group Intentional Guidance - New student group-Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills (Bullying vs Conflict, GPA and Goal Setting)-Advisory Board meeting-Collaboration meeting with Farmington Public Schools Counseling Department | November-Review and analyze D/F list-Contact parents of failing students to invite to conferences-Meet with D/F students for needs assessment-Mailed letters to parents of D/F students requesting meetings-Coffee Talk with parents (Technology safety)-AVID College Visit (Oakland University)-Parent/Teacher conferences-MEAP verification of answer documents reporting window-Collaboration meeting with Farmington Public Schools Counseling Department-Attend PTO meeting to discuss counseling department initiatives  | December-Analyze D/F list needs assessment data to determine where the needs are for small groups-Send letters to parents of students to participate in small group intervention-Schedule dates/times/locations of groups-Work with school psych intern to develop RTI organization group-AVID Recruitment Committee -Identify new  candidates for  semester add ons- Career Fair speaker recruitment-Department meeting with Abbott counselors-Coffee Talk – College Knowledge for Student Athletes-MEAP verification of not tested reporting window-Renew American School Counselor Association memberships-Challenge Day-Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills-ACT Explore test coordination (counting, sorting documents and scheduling)-Collaboration meeting with Farmington Public Schools Counseling Department | January-Second semester schedule changes-ACT Explore Preparation -Testing schedule -Prep coverage -Document sorting -Accommodations -Material  distribution  and collection -Make Ups -Alphabetize  Documents -Pack and ship-Meeting with Alesia Flye re: counseling dept direction-Data collection for Action Plans including 1st semester G.P.A., attendance and discipline records- Career Fair speaker recruitment-Master schedule development -Elective offerings -Course descriptions-Action Plans: Small group intentional guidance through Divorce Group, Incarcerated Parents Group- Collaboration meeting with Farmington Public Schools Counseling Department |

OLMS Counselor Calendar 2013-14

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| February-Master schedule development -Elective offerings -Course descriptions-Input SE courses with caseload teachers-Course selection sheet distribution-Individual student meetings for academic advising and course requests -Elementary visit for registration packet and reading testing -Coffee Talk – Elementary to Middle School transition-AVID Recruitment Committee and Interviews-Reading placement meeting-Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills-Career & College Fair  -Proofread speaker  bios -Scheduling of  speaker rotation -Arrange teacher prep  coverage -Prepare and finalize  program Booklet -Work with PTO on  breakfast-Action Plans: Small group intentional guidance through Divorce Group, Incarcerated Parents Group, Self-Advocacy Group-Collaboration meeting with Farmington Public Schools Counseling Department | March-Master schedule development-Present at Parent University regarding College Knowledge (academic vocab)-Organize high school counselor visit with 8th graders-AVID recruitment committee  -student interviews-Advisory Board meeting-Action Plans: Small group intentional guidance through Self Advocacy Group, Grief and Loss-Action Plan: ACT Explore score interpretation (8th grade)-Determine reading and math support placements for next year-Collaboration meeting with Farmington Public Schools Counseling Department | April-Master schedule development-Secondary Counselor Department Meeting with Alesia Flye-Advanced Math Testing -Test administration-Action Plan: Guidance Curriculum – 8th Grade ACT Explore score-Action Plan: Guidance Curriculum – 7th/8th Grade Career Cruising-Action Plans: Small group intentional guidance through Self Advocacy Group, Grief and Loss-Coffee Talk with parents (ACT Explore interpretation)-Collaboration meeting with Farmington Public Schools Counseling Department | May-Master schedule development-Keynote speakers at Oakland Counseling Association conference-Student placement and scheduling-Elementary articulation meetings-OLMS 504 meetings-504 high school moveups-AVID college visit (MSU)-Action Plan: Guidance Curriculum (6th Grade ATL) Middle School Skills- Collaboration meeting with Farmington Public Schools Counseling Department | June-Finalize master schedule-Finalize student schedules8th grade honors night-8th grade promotion-High school articulation meeting-6th grade move up day-Develop calendar for 2014-15 school year-Review school data and develop action plans for 2014-15- Collaboration meeting with Farmington Public Schools Counseling Department | On-Going-AVID site team-AVID field trips-Bullying report investigation and conflict mediation-Child Study/RTI team -Student Success  Plans -Data collection-Attend IEP meetings-Develop 504 plans-Placement testing-Responsive services -crisis intervention -Protective Services  Referrals-Maintain counselor Twitter page and website-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 and emails to/from parents- Daily planner checks with students-Consulting with teachers-Monthly counselor drop in for staff-Arrange homebound services-P.T.O. meetings-Positive notes home |