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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 schedules  8th 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 |