

Monthly Counseling Calendar
for Palmyra Area Middle School
2016-17

Key: Green = Guidance Curriculum; Purple = Prevention, Intervention, and Responsive Services; Blue = Individual Student Planning; Red = System Support

<u>July</u>	<u>January</u>
Academic: In-service/professional development	Academic: Run report for potential failures/letters sent home Budget due 8 th grade course selection for high school
Career: In-service/professional development	Career: Budget due 8 th grade course selection for high school
Personal/Social: In-service/professional development	Personal/Social: Budget due
<u>August</u>	<u>February</u>
Academic: Scheduling new students/schedule changes Review/update student files Prepare/update class lessons Enter summer school grades, review retentions, give list to Janine for scheduling	Academic: Consult with high school principal regarding 8 th grade course selection Renew note counselor (Sara/Michelle)
Career: Prepare/update class lessons Prepare career fair presenter survey for newsletter and website Plan Advisory Council meeting and send out letters for meeting	Career: LCCTC visit for 8 th graders Renew note counselor (Sara/Michelle)
Personal/Social: Review/update student files Update/share student TLC lists w/ teachers Prepare/update class lessons Open house for students Summer mixer for 6 th grade Schedule Girls Night Out- 6 th grade Update support group/school connection survey	Personal/Social: Renew note counselor (Sara/Michelle)
<u>September</u>	<u>March</u>
Academic: Back to school night Support group/connection survey Peer mentor sign ups	Academic: Run report for potential failures/letters sent home

5 th grade orientation (check with Wally for dates) planning elementary visit dates/middle school visit dates/transition meetings with 5 th grade teachers	
Career: 7 th Career fair survey/planning (contact presenters)	Career:
Personal/Social: Back to school night Support group/connection survey Peer mentor sign ups Red Ribbon Week Planning 5 th grade orientation (check with Wally for dates) planning elementary visit dates/middle school visit dates/transition meetings with 5 th grade teachers	Personal/Social: Select tour guides to help with 5 th grade visits to middle school
<u>October</u>	<u>April</u>
Academic: Peer Mentor training	Academic: PSSA testing 5 th grade parent orientation meeting 6 th graders/counselor visit to 5 th grade classrooms
Career: 7 th Career fair planning (contact presenters)	Career:
Personal/Social: Red Ribbon Week Activities	Personal/Social: 6 th graders/counselor visit to 5 th grade classrooms 8 th grade tour/orientation to high school
<u>November</u>	<u>May</u>
Academic: Parent/teacher conferences Budget planning Failure list for students struggling academically	Academic: PSSA testing/Keystone exams/make-ups Outdoor Education Program 7 th grade SAP reporting data
Career: Set up LCCTC field trip for 8 th grade Budget planning	Career:
Personal/Social: Mix it up at lunch Parent/teacher conferences Budget planning Girls Night Out	Personal/Social: Outdoor Education Program 7 th grade SAP reporting data 5 th grade tours of middle school

<u>December</u>	<u>June</u>
Academic: Coordinate meeting for hs course selection	Academic: Renew note counselor (Jen) Update 339 documents Finalize failure lists/provide summer school information to those in need
Career: Career Fair	Career: Update 339 documents Renew note counselor (Jen)
Personal/Social:	Personal/Social: Renew note counselor (Jen) Update 339 documents

Ongoing Monthly Counseling Activities

Counselor Related	Non Counselor Related
Individual Counseling (A,P/S,C)	Lunch duty coverage (15 days per year)
Small group counseling (Nov-May) (A,P/S)	Morning duty (10 days per year)
LIFT meetings (A,P/S)	Master scheduling development (in transition)
IST meetings (A,P/S)	PSSA/Keystone Preparation/Testing (Jan-May) (50 hours)
K-Bit testing for possible gifted students (A)	
Attend team meetings (A,P/S,C)	
504/MDE/IEP meetings (A,P/S)	
Coordinate parent meetings (A,P/S,C)	
Crisis response/flight team (P/S)	
Referrals for outside service/support (A,P/S)	
Outside agency collaboration (A,P/S)	
Teach classes (A,P/S,C)	
New student tours/orientation/scheduling (A,P/S)	
Peer Mentoring Program (Nov-May) (A,P/S)	
Meet with students failing classes (A,P/S)	
Parent communication (A,P/S,C)	
Professional Development (A,P/S,C)	
Career Portfolios for all students (C)	
4 C's tickets (P/S)	
Student observations (A,P/S)	
Note Counselor (A,P/S,C)	
Assist with Schedule (A)	
Lunch observation (P/S)	

Attend alternative education meetings as needed (A, P/S,C)	
Update school counselor website (A/P/S,C)	
Referrals for school-based counseling (P/S)	
Meet with blended students/families as needed (A,P/S)	
Attend LCCA meetings (A, C, P/S)	
Collaborate with school team professionals (administration, nurse, social worker, school psychologist, attendance secretary) (A, P/S)	
Assist with homebound instruction coordination (A, P/S)	