

Counseling Department Master Calendar

Counselor and Counseling Secretary

1st Semester (fall)

Quarter One

August

- Master Teacher Schedule
- Bell Schedule
- Student schedules
- Student lockers
- Registration
- School supplies for transition students
- Student Planners and Student Handbook
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Prepare 4th R teacher boxes Advisory Curriculum
- Before School Tutoring
- Individual Student Planning/Response Services
- Look at SRI reading scores to move students into a reading intervention class
- Parent meeting with high absenteeism students
- Attendance report
- Performance testing data review

September

- Suicide prevention week
- Wall of Hope
- Set dates for 6th grade transition
- Update 6th grade postcard and contacts
- Review 2nd quarter student schedule
- Create weekly F list
- Check with transition students to make sure they have gym shoes, shoes and coat
- Prepare parent teacher conference google doc, parent letter
- Send out staff calendar invites for bingo and activity nights
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)

- Individual Student Planning/Response Services
- Attendance report
- AKCIS – Alaska Career Information System
- Focus on Learning Academic Success

October

- Give IEP teachers their 2nd quarter schedules to look over and make corrections
- Remind elective teachers to look over their 2nd quarter schedules for corrections
- Set up parent meeting for ELL accommodations
- Begin/prepare for the Angel Tree
- Red Ribbon Week
- Call each student down who's schedule will change
- Look over 2nd quarter schedule and 2nd quarter master schedule
- Assign students who have not taken the SRI reading test an FOL(focus on learning) to take the test.
- Finalize 1st quarter F list
- Check SRI scores for student not reading at their Lexile. Assign them a reading class.
- AKCIS – Alaska Career Information System check students who have not completed one activity
- Check Performance Series scores and make sure every student below the 25% is placed in an intervention class
- Any student failing math needs to be placed in a Math intervention class

Quarter 2

October (cont)

- Master Teacher Schedule
- 2nd quarter Schedule changes
- Wait for quarter 1 grades and incompletes are done do Honor Roll
- Create weekly F list
- Red Ribbon Week
- Meet with parents during Parent Teacher Conferences
- Advisory Council
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Individual Student Planning/Response Services
- Attendance report
- Focus on Learning Academic Success

November

- Put angel tree up
- Check with transition students for a Christmas wish list
- Organize 4th R exit survey permission forms
- Present at the Alaska School Counseling Conference in Anchorage
- Candlelight Vigil for homeless students
- Create weekly F list
- Attendance Survey
- Attendance report
- Honor Roll Q1/Ribbons
- Clarion article Honor roll names in newspaper
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Individual Student Planning/Response Services
- AKCIS – Alaska Career Information System
- Attendance report
- Focus on Learning Academic Success
- 2.0 and below report and give needs assessment to them
- Visit PE class about High School Health

December

- Distribute 150 packages from Angle tree
- Call each student down who's schedule will change
- Look over 3rd quarter schedule and 3rd quarter master schedule
- Remind elective teachers to look over their 3rd quarter schedules for corrections
- Assign students who have not taken the SRI reading test an FOL(focus on learning) to take the test.
- Finalize 2nd quarter F list on the google doc
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Finalize 2nd quarter F list
- Individual Student Planning/Response Services
- Check SRI scores for student not reading at their Lexile. Assign them a reading class.
- Attendance report
- AKCIS – Alaska Career Information System check students who have not completed one activity
- Any student failing math needs to be placed in a Math intervention class

2nd Semester (spring)

3rd Quarter

January

- Retention letters send out
- Master Teacher Schedule
- 3rd quarter Student schedules
- 2 days Performance testing
- Performance testing data review
- Create weekly F list
- Chamber student and Student of the month and Bingo
- Prepare parent teacher conference google doc, parent letter
- 2 day PowerSchool training for student registration screens
- Next year's master schedule
- Make registration video for online registration
- Honor Roll Q2/Ribbons
- Clarion article Honor roll names in newspaper
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Individual Student Planning/Response Services
- Attendance report
- AKCIS – Alaska Career Information System
- Check performance scores and make sure every student below the 25% is placed in an intervention class

February

- National School Counseling Week
- Meet with retention parents during Parent Teacher Conferences
- Develop 6th grade folders to send to the 6 feeder schools
- Create 6th grade transition goggle doc
- Create weekly F list
- Masonic Student Award Nominations
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Individual Student Planning/Response Services
- Focus on Learning Audio Book
- Attendance report

- AKCIS – Alaska Career Information System
- Focus on Learning Academic Success

March

- Elementary School Visit times 6 schools
- 6th grade parent visit
- Remind elective teachers to look over their 4th quarter schedules for corrections
- Look over 4th quarter schedule and 4th quarter master schedule
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Finalize 3rd quarter F list
- Individual Student Planning/Response Services
- Focus on Learning Audio Book
- Attendance report
- AKCIS – Alaska Career Information System check students who have not completed one activity
- Focus on Learning Academic Success

4th Quarter

April

- Master Teacher Schedule
- 4th quarter Student schedules
- 3 days state testing
- 6th grade parent night
- 7th grade register for next year's elective classes.
- 3 days PowerSchool training for next year's registration
- Create weekly F list
- Honor Roll Q3/Ribbons
- Clarion article Honor roll names in newspaper
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Prepare 4th R teacher boxes Advisory Curriculum
- Individual Student Planning/Response Services
- Focus on Learning Audio Book
- Attendance report
- AKCIS – Alaska Career Information System

- Focus on Learning Academic Success
- Have intervention registration letters ready to be copied for next year
- Have summer Math letter ready to go

May

- 6th grade visit to Skyview
- 8th grade visit to the Prep school
- Clarion article
- Chamber student of the month
- Student of the month
- Bingo for Chamber and student of the month
- Skyview Middle School Blog
- Focus on Learning (FOL)
- Finalize 4th quarter F list
- Presidential Gold and Silver Awards
- Honor Roll Q4
- Advisory Council
- Individual Student Planning/Response Services
- Look at SRI reading scores to move students into a reading intervention class
- Attendance report
- AKCIS – Alaska Career Information System check students who have not completed one activity
- Performance testing data review