 **Annual Calendar Template**

School: Brownell Middle School Academic Year: 2020-2021

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

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| Month | **Delivering** | | **Program Planning and School Support**  *(Defining, Managing, Assessing, Fair-Share Responsibilities)* |
| **Direct Student Services Activities**  *(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)* | **Indirect Student Services Activities**  *(Significant collaborations, leadership and advocacy activities)* |
| Ongoing Services  \*One Grosse Pointe Virtual (OGPV) Students remote all year (App 15% of Brownell students) | * New Student Enrollment and Transition * Assist students with academic planning * Assist students with academic interventions * Zoom and F2F individual meetings with students | * Attend IEPs * 504 planning (evals, annual updates) * Bronco Bulletin monthly articles * Schoology communication and announcements | * School Counseling Department Meetings (weekly and as needed) * Administrative/Counselor Care and Share Meetings (Wednesdays, biweekly) * Review failing grade reports (weekly) * Review attendance reports (weekly) * Staff Meetings (monthly, as needed) |
| August  \*All traditional  Students and Staff remote | * 5th-8th grade registration (week of August 17th) * New student placement testing (week of August 24th and 31st) | * 504 plans shared and discussed with teachers | * Counseling Calendar Planning Meeting (8/27/20) |
| September | * Student Material Pickup (9/15/20-9/16-20) * Meet the Counselors (presented to all 5th graders via zoom) 9/21/20 * Meet the Counselors (presented to all 6th graders via zoom) 9/22/20 * 6th grade Get to Know You zoom meetings (ongoing all month) | * Back to School Night (9/10/20) * MTSS Meeting (9/16/20) | * District Middle School Counselor Meeting (9/2/20) * New student group (5-6th grade and 7th-8th grade) planning meeting (9/15/20) * Meet the Counselor Planning meeting (9/17/20) |
| October  \*10/19/20  5th grade Cohort A returned hybrid  \*10/20/20  5th grade Cohort B returned hybrid | * 5th graders returned to F2F (10/19/20) – Counselor support with transition, scheduling, student signups) * 5th-6th grade New student group Session #1 (10/1/20), Session #2 (10/13/20), Session #3 (10/15/20), Session #4 (10/19/20) * 7th–8th grade New student group Session #1 (10/1/20), Session #2 (10/13/20), Session #3 (10/15/20), Session #4 (10/19/20) * 6th grade Get to Know You zoom meetings (ongoing all month) | * Special Ed/Counselor meeting (10/12/20) * MTSS Meeting (10/12/20) * Middle School Conferences (10/22/20 from 12:30-3:30, 5-8pm) | * Annual Administrative Conference planning meeting (10/2/20) * Middle School Program of Studies Review and updates (10/9/20) * Annual Administrative Conference (10/14/20) * Advisory Council Fall Meeting (10/29/20) |
| November  \*11/9/20  All 5th grade returned to remote | * 5th grade Face to Face meetings ((11/2/20-11/6/20) * 6th grade Get to Know You zoom meetings (ongoing all month) | * Professional Development (Counselor/Teacher Consultation Sessions (11/3/20) * One GP Virtual School Support Meeting with Middle School Counselors (11/10/20) * MTSS meeting (11/11/20) * Advisory Council Follow up planning meeting (11/12/20) | * District Middle School Counselor Meeting (11/3/20) * Building Leader Team meeting (11/11//20) * MSCA Conference via zoom (11/16/20) |
| December | * F2F intervention for struggling learners (week of Dec. 7th) * 6th grade Get to Know You zoom meetings * 7th grade Naviance Career lesson (12/17/20) * Face-to-Face small group intervention (12/14/20-12/22/20) | * Staff Meeting to review new schedule and student cohorts (12/2/20) * 7th grade Naviance lesson planning meeting (12/10/21) Advisory Council Follow up planning meeting (12/4/20) | * 5th grade Course Selection Committee Meeting (12/3/20) * Brownell Building Leadership Team Meeting (12/9/20) * Administrator/Counselor Course Registration planning meeting (12/21/20) |
| January  \*1/4/21  5th and 6th grade Cohort A returned hybrid  \*1/5/21  5th and 6th grade Cohort B returned hybrid  \*1/11/21  7th and 8th grade Cohort A returned hybrid  \*1/12/21  7th and 8th grade Cohort B returned hybrid | * New 7th and 8th grade student orientation (1/8/21) * 6th grade Course Selection Presentation both cohorts (1/14/21-1/15/21) * 7th grade Course Selection Presentation both cohorts (1/19/21,1/21/21) * 8th grade Course Selection Presentation both cohorts (1/19/21, 1/21/21) * Elementary transition visits (1/25/21-1/26/21, 1/28/21-1/29/21)) * High School Course Registration Presentation both cohorts (1/25/21-1/26/21) * Zoom Q & A meetings with HS Counselors (1/27/21) * Student Community Group meeting (1/27/21) * Face-to-Face Get to Know You Individual Meetings throughout the month * HS individual registration meetings (throughout the month) | * 4th grade Middle School Parent Night (1/12/21) * Advisory Council Follow up planning meeting (1/8/21) | * District Middle School Counselor Meeting (1/5/21) * 5th grade Course Selection Committee Meeting (1/6/21) * 5th grade Course Selection Committee Meeting (1/19/21) |
| February | * Student Community Group Meeting (2/3/21) * Meet with 8th grade classes to enter HS courses (2/8/21-2/9/21) * Girl Empowerment Group Session #1 (2/25/21-2/26/21) * Face-to-Face Get to Know You Individual Meetings throughout the month * HS individual registration meetings throughout the month | * MTSS meeting (2/4/21) * HS scheduling planning meeting (2/4/21) * 5th grade teacher meeting with counselors (2/10/21) * Girl Empowerment Group Planning Meeting (2/12/21) | * SEL Committee Meeting (2/3/21) * District Middle School Counselor Meeting (2/9/21) |
| March  \*3/15/21  All students return to every day F2F | * Girl Empowerment Group Session #2 (3/1/21-3/2/21) * Girl Empowerment Group Session #3 (3/4/21-3/5/21) * Girl Empowerment Group Session #4 (3/8/21-3/9/21) * Girl Empowerment Group Session #5 (3/11/21-3/12/21) * Student Community Group meeting (3/10/21) * 6th grade Naviance Career Lessons (3/23/21-3/24/21) | * MTSS meeting (3/3/21) * Counseling Department Planning Meeting (3/10/21) * Middle School Conferences (3/11/21 from 12:30-3:30, 5-8pm) * 8th grade Career Lesson Planning (3/26/21) | * 5th grade Course Selection Committee Meeting (3/1/21) |
| April | * 8th grade Naviance Career Lessons (4/7/21-4/8/21) * Student Community Group meeting (4/14/21) | * 7th grade Naviance planning meeting (4/5/21) * PSAT student planning meeting (4/23/21) | * Brownell Building Leadership Team Meeting (4/15/21) * Counseling Department Planning Meeting- Advisory presentation (4/26/21) * Advisory Council Spring Meeting (4/29/21) |
| May | * Student Community Group meeting (5/18/21) * Therapy Dog visit (5/19/21) * 5th grade Career lesson-Gerlach (5/27/21) * 5th grade Career lesson – Stemmler (5/28/21) * Finalize HS course requests (ongoing throughout the month) | * MTSS meeting (5/25/21) * 4th grade teacher informational meetings throughout the month * 504 8th grade transition meetings with HS team throughout the month * North and South HS transition meetings with counselors throughout the month | * ASCA webinar on Tech Tools (5/26/21) |
| June | * Elementary School visit, tour and lunch (6/1/21, 6/8/21, 6/9/21) * 5th grade Career lesson – Brown (6/7/21) * 5th grade Career lesson- Coyle (6/10/21) * 5th grade Career lesson – Blazinski (6/11/21) * 8th grade Promotion Ceremony (6/17/21) | * 4th grade teacher meetings (6/2/21) * OGP Virtual Teacher meetings (6/6/21) * 5th grade teacher meeting/referrals for 6th grade interventions (6/10/21) | * End of year Counselor/Administrator meeting (6/11/21) |