 **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)
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| August\*All traditionalStudents 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)
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| 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)
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| October\*10/19/205th grade Cohort A returned hybrid\*10/20/205th 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)
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| November\*11/9/20All 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)
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| 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)
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| January\*1/4/215th and 6th grade Cohort A returned hybrid\*1/5/215th and 6th grade Cohort B returned hybrid\*1/11/217th and 8th grade Cohort A returned hybrid\*1/12/217th 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)
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| 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)
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| March\*3/15/21All 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)
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| 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)
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| 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)
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| 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)
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