



ALABAMA  
SCHOOL  
COUNSELOR  
ASSOCIATION

## Annual Calendar

School: Fairhope Middle School: School Counselors- Kathryn Doyle (D) and Margaret Gambino (G)

Academic Year: 2022/2023

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

Month	Delivering		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services			
August	<ul style="list-style-type: none"> <li>- Counselor introduction to students via homerooms-D&amp;G</li> <li>Follow up on online bullying reports-D&amp;G</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>-7<sup>th</sup> and 8<sup>th</sup> Administration Assemblies-D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>-Meet with new students from outside feeder pattern- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Prepare/conduct 504 Meetings-G</li> <li>- Complete schedule changes-D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Administer validation tests- D&amp;G</li> <li>- School Registration- D&amp;G</li> <li>- Update Counseling Advisory Council</li> <li>- Update School Website-D</li> <li>- Conduct mandatory teacher/staff training-D (due in September)</li> <li>- Participate in ACIPS meeting as needed- G</li> <li>- Participate in FMS Open House- D&amp;G</li> <li>- Counselor’s Back to School In-service-D&amp;G</li> <li>- Begin Back to School Checklist- ASCA Model- D&amp;G</li> <li>- Lunch duties- D&amp;G</li> <li>-Conduct Needs Assessments</li> <li>-Update planned calendar of activities-D&amp;G</li> <li>- Update Comprehensive Counseling Plan-D&amp;G (due in October)</li> <li>-Attend Section 504 Training- G</li> </ul>

September	<ul style="list-style-type: none"> <li>- Conduct 7<sup>th</sup> Grade Bullying Prevention Program- G</li> <li>- Present More Than Sad/Orientation to 8<sup>th</sup> Grade- D</li> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Attendance Group- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Identify at risk students/Mid Quarter Failure Report- D&amp;G</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Coordinate ACPS (Kuder)Career Inventories via homerooms- D</li> <li>- Prepare/conduct 504 Meetings- G</li> <li>-Coordinate 7<sup>th</sup> Grade Study Skills Course via homerooms- G</li> <li>-Disseminate Pirate Peer Tutoring applications for tutors and tutees- D&amp;G</li> <li>-Coordinate selection of Red Ribbon Leader-D</li> </ul>	<ul style="list-style-type: none"> <li>-Submit advisory council membership, teacher training documentation, and counseling overview- D&amp;G</li> <li>- Update School Website- D</li> <li>- Attend Fall Counselors' In-service- D&amp;G</li> <li>- Lunch duties- D&amp;G</li> </ul>
October	<ul style="list-style-type: none"> <li>- Coordinate Red Ribbon Activities- D&amp;G</li> <li>- Present Natural High DVD/Discussion-7<sup>th</sup> Grade- G</li> <li>- Review Failure Report and Meet with Students- D&amp;G</li> <li>- Follow up on online bullying reports- D</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Coordinate Student Recognition Program- G</li> <li>- Coordinate Peer Tutoring Program-D&amp;G</li> <li>- Attendance Group- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> </ul>	<ul style="list-style-type: none"> <li>-Submit classroom and small group action plan, closing-the-gap action plan, administrative conference, signed ethical standards, comprehensive counseling plan- D&amp;G</li> <li>- Update School Website- D</li> <li>- Participate in ACIPS meeting as needed- G</li> <li>- Lunch duties- D&amp;G</li> </ul>
November	<ul style="list-style-type: none"> <li>- Conduct All About Coping Skills Program for 7<sup>th</sup> Grade- G</li> <li>- Follow up on online bullying reports- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct FHPM Advisory Council Meeting- D&amp;G</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>-Update School Website- D</li> <li>- Participate in ACIPS meeting as needed- G</li> <li>- Lunch duties- D&amp;G</li> </ul>

	<ul style="list-style-type: none"> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Attendance Group- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> </ul>	
December	<ul style="list-style-type: none"> <li>- Coordinate Pirate Peer Tutoring Christmas Game Day- D&amp;G</li> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> </ul>	<ul style="list-style-type: none"> <li>-Weekly calendar, use of time assessment, and documentation of fall advisory council meeting due- D&amp;G</li> <li>- Update School Website- D</li> <li>- Lunch duties- D&amp;G</li> </ul>
January	<ul style="list-style-type: none"> <li>- Review Failure Report and meet with students as needed- D&amp;G</li> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Attendance Group- D&amp;G</li> <li>- Cookies with Counselors/New Students/2<sup>nd</sup> Semester- D&amp;G</li> <li>-7<sup>th</sup> Grade ACPS (Kuder) Assessments via large group- G</li> <li>- Student/parent/ teacher consultations as needed - D&amp;G</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> <li>- Coordinate Student Recognition Awards- G</li> </ul>	<ul style="list-style-type: none"> <li>- Send out Retention Notices- First Semester- D&amp;G</li> <li>- Complete IB recommendations per request- D</li> <li>- Prepare test score information for FHS registration- D</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Coordinate Lauren's Kids Program lessons for 7<sup>th</sup> and 8<sup>th</sup> Grades- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> <li>- Change student's schedules as needed- D&amp;G</li> <li>-Send home parent letters for You Are Unique, Socially Unacceptable, Lauren's Kids, and NetSmartz</li> </ul>	<ul style="list-style-type: none"> <li>- Update School Website- D</li> <li>- Attend Academic Guide Meeting- D</li> <li>- Lunch duties- D&amp;G</li> <li>-Attend Winter Counselor's Inservice</li> </ul>

February	<ul style="list-style-type: none"> <li>- FHS Registration/4 Year Plan in ACPS (Kuder)- D</li> <li>- FHS 8<sup>th</sup> Grade Parent Meeting- D</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> <li>- Follow up on online bullying report- D&amp;Gs</li> <li>- EW/Attendance/Graduation Tracking- G</li> <li>- Attendance Group- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed - D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate School-wide Choose Kindness Week- D&amp;G</li> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Coordinate Lauren’s Kids Program lessons for 7<sup>th</sup> and 8<sup>th</sup> Grades- D&amp;G</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> </ul>	<ul style="list-style-type: none"> <li>- Update School Website- D</li> <li>- Lunch duties- D&amp;G</li> </ul>
March	<ul style="list-style-type: none"> <li>- FHS Registration/4 Year Plan in ACPS (Kuder)-D</li> <li>- Review Failure Report and meet with students as needed- D&amp;G</li> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/ Attendance/Graduation Tracking- G</li> <li>- Attendance Group- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>- Coordinate Student Recognition Awards- G</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate You are Unique Program(7th)- G</li> <li>- Coordinate Socially Unacceptable Program (8<sup>th</sup>)- D</li> <li>- Email 6<sup>th</sup> grade virtual tour to feeder pattern schools- D</li> <li>-Conduct FHPM Advisory Council Meeting- D&amp;G</li> <li>-Attend scheduled RTI meeting – D&amp;G</li> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Send out Retention Notices- Third Quarter- D&amp;G</li> <li>- Participate in ACIPS meeting as needed- G</li> <li>- Prepare/conduct 504 Meetings- G</li> </ul>	<ul style="list-style-type: none"> <li>-Attend state testing trainings- D&amp;G</li> <li>- Update School Website- D</li> <li>- Lunch duties- D&amp;G</li> </ul>
April	<ul style="list-style-type: none"> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/Attendance/Graduation Tracking-D</li> <li>- Attendance Group – D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>-Coordinate NetSmartz Program- D&amp;G</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Organize Annual Student Awards Programs for 7<sup>th</sup> and 8<sup>th</sup> Grades- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Update School Website- D</li> <li>- Participate in ACIPS meetings as needed- G</li> <li>- Lunch duties- D&amp;G</li> </ul>

	<ul style="list-style-type: none"> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>- Coordinate Peer Tutoring Program- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Coordinate Advanced Classes Notification-G</li> <li>- Attend scheduled RTI meeting- D&amp;G</li> <li>- Prepare/conduct 504 Meetings- G</li> <li>-Coordinate Youth Violence Week activities</li> </ul>	<ul style="list-style-type: none"> <li>-Second semester weekly calendar, use of time assessment, and prevention education activities due- D&amp;G</li> </ul>
May	<ul style="list-style-type: none"> <li>- Follow up on online bullying reports- D&amp;G</li> <li>- EW/Attendance/Graduation Tracking-</li> <li>- Meet with potential summer school students- D&amp;G</li> <li>- Student/parent/ teacher consultations as needed- D&amp;G</li> <li>- Participate in Student Award's Program- 7<sup>th</sup> and 8<sup>th</sup> Grade- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>- Provide Guidance Lessons for HR Advocates as needed- D&amp;G</li> <li>- Send out notices for identified Summer School students - D&amp;G</li> <li>- Identify students for test prep/intervention classes based on Star data- G</li> </ul>	<ul style="list-style-type: none"> <li>-Spring advisory council meeting documentation, 4-Year Plans, school counseling program assessment, classroom and small group results report, closing-the-gap results report due- D&amp;G</li> <li>- Update School Website-D</li> <li>- Lunch duties- D&amp;G</li> </ul>
June	<ul style="list-style-type: none"> <li>Last day of school for students is May 24, 2023</li> </ul>	<ul style="list-style-type: none"> <li>-Check on status of student summer school attendance- D&amp;G</li> </ul>	<ul style="list-style-type: none"> <li>-Shut down electronics for summer break- D&amp;G</li> </ul>