

2016-2017 SMS School Guidance Plan

June

Schedule EILA hours for the year.

Update courses in Infinite Campus.

Identify students eligible for RTI classes.

Identify students eligible for Honors classes.

Identify students eligible for Self-Contained & Collaborative Special Ed. Classes.

Determine which elective courses will be included in the master schedule.

Work with principal on development of master schedule.

Work with principal to determine all paraprofessionals' schedules.

Prepare individual student schedules for the year.

Prepare cumulative folders for transfer to the high school.

Account for all incoming 7th grade cumulative folders and spec. ed. folders.

Plan guest speakers for Practical Living classes.

Attend YSC Advisory Council meeting.

July

Continue working with principal on finalizing the master schedule.

Update individual student schedules as necessary.

Process all record request for entries and withdrawals.

Update courses/teachers in Infinite Campus as necessary.

Provide student counts per room and period to custodial staff.

Prepare for 7th grade Open House and advertise in paper and through Inf. Camp.

Advertise for "New Student Registration" for students new to the school district in local newspapers and on the school website.

Work with central office (DPP) to make sure Inf. Camp. is working properly for teachers and that the parent portal is open only after schedules are ready to be released.

Identify all gifted students and work with the District Gifted Coordinator to make plans for the development of all GSSP's and the services that will be offered to students with these plans.

Prepare for ordering fall testing materials.

Schedule any needed updates for PSP/504 plans. Prepare copies for all teachers of PSP/504 plan students.

Work with school nurse to schedule any needed Individual Health Care Plan meetings. Teachers will need a copy of the Individual Health Care Plans.

Prepare Individual Learning Plan logins.

Begin preparation of Group Guidance lessons for Practical Living classes.

August

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Revise student schedules as needed.

Work with principal to prepare all fall testing schedules including MAP and state testing.

Work with District Assessment Coordinator to fulfill all of the Building Assessment Coordinator's roles at SMS.

Take care of K-PREP data cleanup in SDRR.

Prepare rosters for fall testing in SDRR.

Set up Activity Eligibility Courses for athletic grade checks.

Work with teachers to set up gradebooks to accommodate Standards Based Grading and to setup their own personal progress reports.

Attend YSC Advisory Council meeting.

Conduct all required testing training sessions with certified staff/classified staff/subs as necessary.

Throughout the year, process all requested paperwork for SSI childhood disability claims.

Prepare Professional Growth Plan.

September

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Schedule representative from KHEAA to talk with 8th grade Practical Living classes about KEES money, college information, and financial aid opportunities.

Coordinate all fall testing.

Coordinate Reds "Straight A's" program.

Identify students who are struggling academically and offer support.

Begin conducting KPREP interpretation sessions in Practical Living classes.

Assist with coordination of Reality Store with Youth Services Center.

Invite "Career" speakers to present in Practical Living classes.

Provide academic information to Beta Club advisor to assist with induction of new members.

Assist with Civil Rights Report.

Prepare or assist teachers to prepare midterm reports or grade reports to parents.

Take care of SDRR tasks for EXPLORE.

Work with principal to coordinate ESS teacher's duties/assign students to work with.

October

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Prepare and issue report cards.

Prepare and advertise 1st 9-weeks Honor Roll.

Complete all 2nd 9-weeks schedule changes.

Attend Truancy Diversion Program meeting.

Attend Youth Services Center Advisory Council meeting.

Assist school administrators with organization/administration of Cougar Coach Program.

Make sure all 7th graders are on track to complete their Individual Learning Plans.

Distribute Infinite Campus parent portal access information and Individual Learning Plan parent logins at Open House.

Work with principal on planning for Benchmark testing (esp. sp. ed./504 plan)

November

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Coordinate Student Voice Surveys.

Schedule Reality Store classroom presentations.

Complete ACCESS training.

Prepare midterms or assist teachers with preparing their own midterms.

Prepare for 2nd round of MAP testing. (either schoolwide or for intervention classes)

Work with District Gifted Coordinator to identify new gifted students and plan services for the remainder of the year.

Help with administration of Benchmark testing.

December

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Prepare student schedules for 2nd semester. Print each student another copy.

Schedule the ACCESS test.

Make sure 3rd 9-weeks teachers have copies of all 504/PSP/health plans.

Assist with district-wide plans for Operation Preparation.

Invite Career Speakers for Practical Living for 2nd semester.

Attend Truancy Diversion Program meeting.

Attend Youth Services Center Advisory Council meeting.

January

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Administer ACCESS test.

Make any necessary changes to intervention classes based on testing analysis from first semester. (Include Benchmark testing)

Schedule visits to 6th graders throughout the district for the month of March to do preregistration for next year.

Continue with Operation Preparation activities.

Issue 2nd 9-weeks report cards.

Prepare and advertise 2nd 9-weeks Honor Roll.

February

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Prepare midterm reports or assist teachers with preparing parent reports.

Attend YSC Advisory Council meeting.

Attend Truancy Diversion Program meeting.

Make sure all 8th graders are on track to complete their Individual Learning Plans.

Make sure all demographic information is updated in Infinite Campus in preparation for data pull for KPREP rosters.

Attend state testing training.

March

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Schedule/conduct all required spring testing training.

Develop a plan to accommodate all individual KPREP testing. Make sure all proctors are trained.

Issue 3rd 9-weeks report cards.

Prepare and advertise 3rd 9-weeks Honor Roll.

Assist high school counselors with 9th grade visits/orientation.

Assist 8th graders with completing preliminary 9th grade schedules.

Assist with preparation of Operation Preparation.

April

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Register all current 7th graders for 8th grade elective classes.

Make sure all testing proctors have appropriate testing manuals to begin preparing for KPREP.

Make sure everyone involved with KPREP has all testing training completed and all appropriate paperwork signed off on.

Make sure all classrooms are prepared for testing.

Attend YSC Advisory Council meeting.

May

Individual counseling sessions as needed.

Coordinate Comprehend referrals.

Meet weekly with Comprehend Counselor to address any school issues her clients are having.

Conduct group guidance sessions in Practical Living classes.

Document any evidence as appropriate for Practical Living Program Reviews.

Attend all school leadership team and administrative team meetings.

Troubleshoot Infinite Campus issues as necessary.

Monitor 504/PSP students' grades and provide assistance as necessary.

Coordinate KPREP testing.

Take care of all end of KPREP testing duties. (including SDRR)

Coordinate MAP testing.

Prepare midterm/assist teachers with parent grade reports.

Issue report cards last day of school. (May or June)

Prepare and advertise Honor Roll.