Robinson Middle School Student Services
MASTER CALENDAR
*Items relate directly to Robinson MS Program Goals/Closing the Gap 2014-2015*

**July 2014**
- Register new students
- Resolve schedule conflicts

**August 2014**
- **18** Counselors First Day Back
- **20** Countywide Counselors In-service – 7:30AM
- **25** Teacher first day back
- **26** Presentation in Department Meetings/Share Student Services Calendar for the year
- **27** 504 Distribution to teachers
- **28** Robinson 101
- **28** Locker Day
- **29** New Student Orientation
- Register new students
- Consult with students and parents as requested
- Review/respond to voicemails/emails/messages
- Attend Faculty Meetings
- Attend Team Meetings
- Attend Department Meetings
- Resolve schedule conflicts
- Finalize student course schedules
- Review 504 Plans
- Communicate with retained and their parents
- Prepare for New Student Orientation
- Meet with Peer helpers

**September 2014**
- **1** Holiday-Labor Day
- **2** First day of school
- **8-12** Counselor Introductions (7th gr Science class)
- **15-19** Counselor Introductions (8th gr Science class)
- **15-19** New SOL testing for high school credit bearing class
- **10** Back to school night
- **29** Strategic Planning Day (Student Holiday)
- Register new students
- Revise student schedules
- Consult/conference with student and parents as requested
- Review/respond to voicemails/emails/messages
- Review and meet for 504 Plans

Updated: December 1, 2014
Attend Department Meetings
Attend CT Meetings
Attend Student Services Meetings
Attend Team Meetings
Attend Faculty Meeting
Attend IEP, LSC, and SPED eligibility meetings as required
Attend County RAMP Support Meetings
Attend professional development
ARI Diagnostic Testing
Crisis counseling with students
Meet with Peer helpers
Review RAMP

October 2014
1 504 Plans- committee meetings > distribute updated 504 to teachers
2 Thomas Jefferson Night
6-9 Harassment/Anti-bullying lessons (Math class)
13 Holiday – Columbus Day
14-24 Cognitive Abilities Test
17 Robinson pyramid bullying prevention initiative
17 Rachel’s Challenge assembly
22 Parent Workshop (Social Media & Cyberbullying)-7pm
30 Newcomers Party
31 1st quarter ends
31 2 hour early release students
31 Last day to drop HS credit bearing course
Register new students
Review interims/meet with students in need
Register students for foreign language proficiency exam
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Attend CT Meetings
Attend Team Meetings
Attend Faculty Meeting
Attend IEP, LSC, and SPED eligibility meetings as required
Attend professional development
Attend County RAMP Support Meetings
Crisis counseling with students
Meet with Peer helpers
Review RAMP

November 2014
3-4 Teacher work days
6-19 Career Lessons/Student learning plans (History class)
10-17 Depression Screening-7th grade students
11 Touching Bases (Hand out report cards)
20 Start meeting individually with students on D/F list
17-21 Naglieri Nonverbal Ability Test
27-28 Thanksgiving Break

Updated: December 1, 2014
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Register new students
Attend CT Meetings
Attend Team Meetings
Attend Faculty Meeting
Attend IEP, LSC, and SPED eligibility meetings as required
Attend County RAMP Support Meetings
Attend professional development
Crisis counseling with students
Meet with Peer helpers
Review D/F list
Review RAMP

December 2014
4 Advisory Council
5 Start Small Group Counseling ESOL
19 Rams on a Mission Presentations in Classrooms
22-31 Winter break
Register new students
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Attend CT Meetings (Department, School & County)
Attend Department Meetings
Attend Faculty Meeting
Attend IEP, LSC, MDR and SPED eligibility meetings as required
Attend professional development
Attend County RAMP Support Meetings
Crisis counseling with students
Meet with Peer helpers
Review D/F list
Review RAMP

January 2015
5 Holiday – Winter Vacation
5 Continue Small Groups ESOL
12 DSS meeting w/Elem lead counselors
12-16 Curriculum meeting w/MS Dept. Chairs
19 Holiday – Martin Luther King Day
20 Rising 7th grade Parent Night
21 International Baccalaureate Program Information Night 7:00 pm
22-28 Elementary Visits
28 Schedule distribution during RAISE
28 2nd Quarter ends
29 Staff Development Day (Student Early Release)
29 Rising 7th Parent Night Snow Day
30 Curriculum meeting w/HS Dept. Chairs
30 Countywide In-service
ARI Diagnostic Testing

Updated: December 1, 2014
Department CT Meeting
Register new students
Review 2nd Quarter grades/meet with students
Prepare for course selection/academic advising
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Attend CT Meetings (Department, School & County)
Attend Department Meetings
Attend Faculty Meeting
Attend IEP, LSC, MDR and SPED eligibility meetings as required
Attend County RAMP Support Meetings
Attend professional development
Crisis counseling with students
Meet with Peer helpers
Review RAMP

February 2015
2 Strategic Planning Day
2-5 National School Counselors Week
2-6 Academic advising presentation to 7th and 8th graders
5 Rising 8th grade Parent Night
5-6 Meet w/8th grade students
3-6 WIDA testing
9-27 Academic advising 7th and 8th grade students (Science class)
11 Rising 8th grade Parent Night Davala Hall
12 Rising 8th grade Parent Night Snow Day
16 Holiday-President’s Day
Meet with HS counselors regarding 8th grade presentation
Register new students
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Attend CT Meetings (Department, School & County)
Attend Department Meetings
Attend Faculty Meeting
Attend IEP, LSC, MDR and SPED eligibility meetings as required
Attend County RAMP Support Meetings
Crisis counseling with students
Meet with Peer helpers
Review RAMP

March 2014
9-13 Writing SOL (8th grade)
16 Strategic Planning Day
20 Course selection sheets due
30-31 Spring Break
Register new students
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages

Updated: December 1, 2014
<table>
<thead>
<tr>
<th>April 2014</th>
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<tbody>
<tr>
<td><strong>1-3</strong> Spring Break cont’d</td>
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<tr>
<td><strong>6</strong> Strategic Planning Day</td>
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<td><strong>7</strong> College Financial Awareness for MS Parents</td>
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<td><strong>16</strong> 3rd quarter ends</td>
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<td><strong>17</strong> Teacher Workday</td>
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<td><strong>21-30</strong> Anti-bullying surveys (through History)</td>
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<td>Identify students for summer school</td>
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<tr>
<td><strong>11-31</strong> Spring SOL Testing</td>
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<td>Review fourth quarter interims/meet with students</td>
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<td><strong>6-12</strong> SOL Expedited Retakes</td>
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Updated: December 1, 2014
10 Advisory Council
12 Review students enrolled in HS bearing course (grades & SOL scores)
15 Elementary Tours
16 Graduation – 9AM @ Patriot Center (GMU)
19 Review 2015/16 Student Services Calendar
19 Last day for students
19 Last Day of School
22 Teacher Workday and last day
26 Last Day of Work for Counselors
Consult/conference with student and parents as requested
Review/respond to voicemails/emails/messages
Assist with SOL
Attend CT Meetings (Department, School & County)
Attend Department Meetings
Attend Faculty Meeting
Attend IEP, LSC, MDR and SPED eligibility meetings as required
Crisis counseling with students
Meet with Peer helpers
Check for failures – notify parents/refer students to summer school
File report cards in cum folders
Review program activities and plan for next year
ASCA National Conference