

# January 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Professional Dev. Teacher Bully Training	3 Teacher Work Day	4 3rd Quarter Begins	5 Bullying Lessons (Rattler Intervention)	6 Bullying Lessons (Rattler Intervention)	7	8
9 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	10 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	11 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	12 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	13 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	14	15
16 Kuder (12 <sup>th</sup> Grade) Bullying Lessons (Rattler Intervention)	17 Kuder (12 <sup>th</sup> Grade) Bullying Lessons (Rattler Intervention)	18 Chalkable Conference	19 Chalkable Conference	20 Chalkable Conference	21	22
23 Kuder (12 <sup>th</sup> Grade) Bullying/Career Lessons	24 Kuder (12 <sup>th</sup> Grade) Bullying/Career Lessons	25 Kuder (12 <sup>th</sup> Grade) Bullying/Career Lessons	26 Kuder (12 <sup>th</sup> Grade) Bullying/Career Lessons	27 Kuder (12 <sup>th</sup> Grade) Bullying/Career Lessons	28	29
30 Bullying Lessons (Rattler Intervention)	31 Bullying Lessons (Rattler Intervention)					

**LEFLORE HIGH**

700 Donald Street  
Mobile, AL 36617

**Gabarel Lambert**  
**11<sup>th</sup>/12<sup>th</sup> Grade**  
**Guidance Counselor**

# February 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Leflore Group 1 Photo	Williamson 2 High College Fair	SACAC 3 Workshop		
Alabama A&M 6 Scholarship Assembly Pre-Registration Mtg	7 Kuder (12 <sup>th</sup> Grade) Compliance Upload	8 MHCM Small Group Kuder (12 <sup>th</sup> Grade) Compliance Upload	9 Kuder (12 <sup>th</sup> Grade) Compliance Upload	10 University of West AL Recruiter Kuder (12 <sup>th</sup> Grade) Compliance Upload	11	12
	13 ACT Work Keys Kuder (12 <sup>th</sup> Grade)	14 Kuder (12 <sup>th</sup> Grade) Compliance Upload	15 MHCM Small Group Kuder (12 <sup>th</sup> Grade)	16 India Carter Parent Conf Kuder (12 <sup>th</sup> Grade)	17	18
	19 Alabama State 20 Scholarship Assembly Kuder (12 <sup>th</sup> Grade)	20 Signature Academy Showscape Kuder (12 <sup>th</sup> Grade)	21 D. Jones Parent Conf Kuder (12 <sup>th</sup> Grade)	22 MHCM Small Group Kuder (12 <sup>th</sup> Grade)	23 Auburn Univ. Montgomery Recruiter Kuder (12 <sup>th</sup> Grade)	24 Southern Univ. Recruiter Visit Kuder (12 <sup>th</sup> Grade)
	25 Mardi Gras Holiday	26 Mardi Gras Holiday	27 Mardi Gras Holiday	28 Mardi Gras Holiday		

## Guidance Yearly Calendar Grade 12

<p style="text-align: center;"><b>August</b></p> <p>Schedule/Placement Registration Remediation/Testing Teacher Institute Student Orientation Parent Orientation Student progress Notebook Completion Counselor System Update Meeting *Parent Conferences *Individual Counseling *IEP Meetings *504 Meetings</p>	<p style="text-align: center;"><b>September</b></p> <p>PEPE Orientation PDP Workshop College Recruiter Visits ACT Tutoring Coordination AHSGE Progress Reports Mail out Student Individual Planning Large Classroom Guidance Sessions <ul style="list-style-type: none"> <li>• Study Skills</li> <li>• College Search/Admission</li> <li>• ACT/SAT Prep</li> </ul> Assist with AHSGE Administration World of Opportunity Talk About It Training</p>	<p style="text-align: center;"><b>October</b></p> <p>Statewide Parenting Day Senior Meetings Failure Letters Mailed College and Career Day SAT Workshop PSAT Mid-Terms FAFSA/Scholarship Awareness Workshop Failure Letters Mailed Large Classroom Guidance Student Task Force Training Talk About It School Implementation</p>
<p style="text-align: center;"><b>November</b></p> <p>Large Classroom Guidance (Career Portfolios/Educational Plan) Alabama Counselors Association Convention ACT Workshop ASVAB</p>	<p style="text-align: center;"><b>December</b></p> <p>Assist with Administration AHSGE Large Classroom Guidance College Recruiters Semester Failure Letters College Visits College/Career Fair</p>	<p style="text-align: center;"><b>January</b></p> <p>Failure Letters Schedule/Placement 2<sup>nd</sup> Semester Large Classroom Guidance Financial Aid Workshop Group Session – AHSGE Guidance Advisory Meeting Annual Health Career Fair</p>
<p style="text-align: center;"><b>February</b></p> <p>Progress Reports Pre-registration Begins Senior Meeting E-OP/Twilight candidates National School Counseling Week</p>	<p style="text-align: center;"><b>March</b></p> <p>AHSGE Pre-registration (cont) Failure Letter to Parents College Recruiters</p>	<p style="text-align: center;"><b>April</b></p> <p>National Honor Society Senior Honors Program Finalization of Graduation List Submission to newspapers/TV stations</p>
<p style="text-align: center;"><b>May</b></p> <p>End-of-Year Preparation End-of-Year Reports Scheduling/Placement Course Requests &amp; Grade Reports sent Graduation Exercise Student Progress Letters Sent</p>	<p style="text-align: center;"><b>June</b></p> <p>Scheduling Summer Registration for Private Schools and Transfers Summer School Placement Summer AHSGE Remediation</p>	<p style="text-align: center;"><b>July</b></p> <p>Scheduling Summer Registration for Private Schools and Transfers AHSGE Develop Calendar</p>

# Guidance Yearly Calendar

## Grade 11

<p style="text-align: center;"><b>August</b></p> <p>Schedule/Placement Registration Remediation/Testing Teacher Institute Student Orientation Parent Orientation Student progress Notebook Completion Counselor System Update Meeting *Parent Conferences *Individual Counseling *IEP Meetings *504 Meetings</p>	<p style="text-align: center;"><b>September</b></p> <p>PEPE Orientation PDP Workshop College Recruiter Visits ACT Tutoring Coordination AHSGE Progress Reports Mail out Student Individual Planning Large Classroom Guidance Sessions  <ul style="list-style-type: none"> <li>• Study Skills</li> <li>• ACT/SAT Prep</li> </ul> Assist with AHSGE Administration World of Opportunity Career Fair Talk About It Training Session</p>	<p style="text-align: center;"><b>October</b></p> <p>Statewide Parenting Day Senior Meetings Failure Letters Mailed College and Career Day SAT Workshop Collect Fees for PSAT Administer PSAT Mid-Terms Failure Letters Mailed Large Classroom Guidance Student Task Force Training Talk About It School Implementation</p>
<p style="text-align: center;"><b>November</b></p> <p>Large Classroom Guidance (Career Portfolios/Educational Plan) Alabama Counselors Association Convention ACT Workshop Health Occupations Career Fair</p>	<p style="text-align: center;"><b>December</b></p> <p>Assist with Administration AHSGE Large Classroom Guidance College Recruiters Semester Failure Letters College Visits College/Career Fair</p>	<p style="text-align: center;"><b>January</b></p> <p>Failure Letters Schedule/Placement 2<sup>nd</sup> Semester Large Classroom Guidance Guidance Advisory Meeting Annual Health Career Fair</p>
<p style="text-align: center;"><b>February</b></p> <p>Progress Reports Pre-registration Begins Senior Meeting Magnet School Recruiting National School Counseling Week</p>	<p style="text-align: center;"><b>March</b></p> <p>Assist with AHSGE Pre-registration (cont) Failure Letter to Parents College Recruiters</p>	<p style="text-align: center;"><b>April</b></p> <p>Pre-registration (cont.) Enter Fall Course requests</p>
<p style="text-align: center;"><b>May</b></p> <p>End-of-Year Preparation End-of-Year Reports Scheduling/Placement Course Requests &amp; Grade Reports sent Graduation Exercise Student Progress Letters Sent</p>	<p style="text-align: center;"><b>June</b></p> <p>Scheduling Summer Registration for Private Schools and Transfers Summer School Placement Summer AHSGE Remediation</p>	<p style="text-align: center;"><b>July</b></p> <p>Scheduling Summer Registration for Private Schools and Transfers AHSGE Develop Calendar</p>