

Syllabus/Schedule and Transcript Review: Juniors

	Lessons	Standards
Last Week	Summer Vacation	Fun
This Week	No School (Tues) Syllabus/Schedule Review (Wed) Class Meetings (Thurs) Welcome Assembly (Fri - Main Gym)	SEL 1 : Self-Regulation SEL 2 : Social Belonging
Next Week	AG Introductions (Tues) Attendance/Handbook/Conduct (Wed) Safety and RIE Procedures (Thurs) Homecoming Voting (Fri)	SEL 1 : Self-Regulation SEL 2 : Social Belonging

Materials: AG Syllabus (In box, attached online, due Friday Sept. 15), Junior Schedule Review Sheet (Attached), Schedule Change FAQs (Attached).

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Stress to students the overall themes for AG for this year:
“Junior year will focus on dealing with stress, working with others, interpersonal communication, and test taking strategies. During AG we will wrestle with these ideas and develop skills to work through successes and challenges. We will also complete CRLEs (Career Related Learning Experiences): Resume, Job Application, Cover Letter, Mock Interview, and Career Fair Visit.
5. Distribute copies of the AG Syllabus.
 - Briefly review the syllabus and answer any questions. Review the grading system and remind students that AG is a graded class required for graduation and that the assignments are not optional.
 - The **signed syllabus** is an assignment and will be due next **Friday**.
 - **TEACHERS:** Please maintain a copy of the signed syllabus on file for the duration of the year. You will also keep a copy of the signed student handbook agreement (next week) as well. From time to time administration,

counselors, and other school personnel may request these forms. If you need a binder to help manage the forms please ask the main office staff.

6. Schedule Review

- As you read through the scripted directions with your students, please write down any names of students whose schedules need immediate attention. All other student schedule requests will need to be processed through the yellow schedule change request forms located outside the counseling office.

7. Transcript Review

- Have your students review their transcript from their freshman and sophomore, years.
- Point out the cumulative GPA (bottom left-hand corner of the transcript)
- Instruct students to review the credit summary box in the upper right hand corner. Students should compare their credit deficiencies with their 1st semester schedule to ensure they are taking the appropriate courses to meet graduation requirements.
- If they see something they have questions about, please advise them to make an appointment with their counselor to discuss their transcript.

8. End advisory according to personal preference.

9. Teachers: Please return the Schedule Review worksheet to the Junior counselor (Kristie Hays) or the Counseling Secretary (Molly Abdou) by the end of the work day.