

Advisor Agenda – 9th Grade

Thursday, January 21st

1. Visit from Link Leaders

Link Leaders should be in your room first thing this morning to personally invite your Advisees (their Link Crew) to attend Cocoa and Cram. This is the special Link Crew event where Link Leaders will be available to help 9th graders study for finals. The event is January 26 and 27 from 6 – 8 p.m. Following their announcement and invitation hand-out, Link Leaders will return to their Advisor.

2. Read Daily Bulletin

3. Special Announcement

The CV Leadership class is beginning their annual Hygiene Drive. It will start Jan. 19th and will continue through Jan. 29th. Leadership delivered a collection box to your Advisor room and will pick up the boxes during C Block on Jan. 29th. The items will go to Community Outreach or Love, INC. to be distributed to those in need.

If you have a class and do not want us to interrupt, please leave your box outside your door on the 29th.

4. Special Announcement

There will be a Winter Sports Pep Assembly this Friday (tomorrow) in the gym between 3rd and 5th periods. We will be on a ODD-with-Advisor schedule but instead of Advisor come to the gym to cheer on our Winter sports teams.

5. Special Announcement – *Please distribute the overdue list to your Advisees now*

We are nearing the end of the semester. Students with overdue books will no longer be able to check out new books. Check for your name on the overdue list and be sure to clear up your record before second semester starts.

6. Activity – Second Semester Schedules

Please hand out second semester schedules to your advisees. Emphasize the following points:

- This is your ONLY copy of your second semester schedule! You will NOT receive another copy unless your schedule is changed prior to January 29th. Students who lose their schedules will need to bring pen/pencil & paper to the counseling office, in order to write down their schedules.
- OPEN means a class that was requested did not schedule. 9th grade students with an OPEN period need to see their counselor to request a schedule change to fill that period.
- Some 9th grade students have two study halls scheduled for second semester. This is OK as these students did not have a study hall scheduled for first semester.

- If students dropped a yearlong class first semester, they need to verify that it was also dropped for second semester? If it's still on the schedule, it needs to be dropped.
 - Schedule change requests should be submitted by the end of next week – January 29. When schedule changes are processed, the new schedule or the denied request will be sent to students in class.
 - Students who know they are going to drop a class should do so as soon as possible. Many classes are full, and we would like to offer those seats to other students.
7. Special Announcement
Advisor will not meet again until Monday February 8th. We will not have Advisor next week or finals week.

Advisor Agenda – 10th Grade

Thursday, January 21st

8. Read Daily Bulletin
9. Special Announcement
The CV Leadership class is beginning their annual Hygiene Drive. It will start Jan. 19th and will continue through Jan. 29th. Leadership delivered a collection box to your Advisor room and will pick up the boxes during C Block on Jan. 29th. The items will go to Community Outreach or Love, INC. to be distributed to those in need.
- If you have a class and do not want us to interrupt, please leave your box outside your door on the 29th.
10. Special Announcement
There will be a Winter Sports Pep Assembly this Friday (tomorrow) in the gym between 3rd and 5th periods. We will be on a ODD-with-Advisor schedule but instead of Advisor come to the gym to cheer on our Winter sports teams.
11. Special Announcement – *Please distribute the overdue list to your Advisees now*
We are nearing the end of the semester. Students with overdue books will no longer be able to check out new books. Check for your name on the overdue list and be sure to clear up your record before second semester starts.
12. Activity – Second Semester Schedules
Please hand out second semester schedules to your advisees. Emphasize the following points:

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- OPEN means a class that was requested did not schedule. Students with an OPEN period may request a schedule change to fill that period or schedule a second study period.
- If students dropped a yearlong class first semester, they need to verify that it was also dropped for second semester? If it's still on the schedule, it needs to be dropped.
- Schedule change requests should be submitted by the end of next week – January 29. When schedule changes are processed, the new schedule or the denied request will be sent to students in class.
- Students who know they are going to drop a class should do so as soon as possible. Many classes are full, and we would like to offer those seats to other students.

13. Special Announcement

Advisor will not meet again until Monday February 8th. We will not have Advisor next week or finals week.

Advisor Agenda – 11th Grade

Thursday, January 21st

If you have Link Leaders, they will be late to Advisor today. They have to drop off invitations to their Link Crews first thing during Advisor.

14. Read Daily Bulletin

15. Special Announcement

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If you have a class and do not want us to interrupt, please leave your box outside your door on the 29th.

16. Special Announcement

There will be a Winter Sports Pep Assembly this Friday (tomorrow) in the gym between 3rd and 5th periods. We will be on a ODD-with-Advisor schedule but instead of Advisor come to the gym to cheer on our Winter sports teams.

17. Special Announcement – *Please distribute the overdue list to your Advisees now*

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18. Special Announcement –

Please make plans to attend the College Planning Night for Juniors on Thursday, January 28th. Counselors will be on hand to answer questions that you and/or your parents may have about the college planning process. It all starts at 6:15 p.m.

19. Activity 1 – Junior Career Fair Registration

Attached please find the Junior Career Fair Registration Information. You should have also received a list of your advisees and a set of red half-sheets in your mailbox on Wednesday. Please follow the directions detailed on the information sheet attached.

20. Activity – Second Semester Schedules

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- Schedule change requests should be submitted by the end of next week – January 29. When schedule changes are processed, the new schedule or the denied request will be sent to students in class.
- Students who know they are going to drop a class should do so as soon as possible. Many classes are full, and we would like to offer those seats to other students.

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Advisor Agenda – 11th Grade Career Fair Registration – January 21, 2010

Advisors will need:

- Registration instructions (red sheets in your box)
- Class list for lunch preference (in your box)
- Pen or pencil

1. Students each need a red on-line registration instruction sheet. Please emphasize the following about registration:
 - ✓ On-line registration is required! If you do not register yourself on-line, career learning staff will do it for you, and they will be picking your speaker sessions based on availability, not preference.
 - ✓ The red slips will help you complete the on-line registration. Most of what you have to do is pretty obvious when you get on-line, but here are a couple of notes to make things easier:
 - * You need to use "[www.](http://www.HSCareerConvention.org)" In front of "HSCareerConvention.org"
 - * On the first screen, click "Student Connect"
 - * You will have to click "Register", then click "Register" again on the next screen
 - * When you get to the section on "Career Choices", for your first choice, go to the career area that interests you, then pull down to select the specific occupation; follow the same process to register your second and third choices.
 - ✓ Last year, not all students got to see their top choices for career speakers. The sooner student register THIS year, the more likely it will be that they will get in to their preferred sessions!
2. The class list has two choices to mark for each student. The cafeteria will provide a box lunch for any student who wants one. The cost is \$2.75, or less based on a student's lunch program (free students are free, reduced students pay \$0.40). If a student wants to bring their own food, mark "I'll bring my own lunch." If they prefer to get a lunch from the school, please mark "I would like a school lunch" on this sheet. Please note the following for students:
 - ✓ Any student requesting a school lunch will have to pay the appropriate amount by March 3. If they normally carry a balance for food service in their account, they just have to have a positive balance on the 3rd. If they do not usually carry a balance, they can pay at the accounting window by the 3rd. The kitchen staff will automatically deduct the appropriate amount for the lunch on the 3rd...\$2.75, \$0.40, or \$0.00.

- ✓ Students choosing to bring a brown bag lunch from home must have food with them. They will not have an opportunity to leave the Alumni Center for a long enough period of time to buy food anywhere. We will be at OSU from 9:30am until 2:30pm. They will probably want to have sustenance for that time period!

Note for Advisors:

Please turn the class list in to Tony Vandermeer or Kip Carlson by the end of the day Thursday. If you have absentees, we will find them and ask them their food preference for the day.

Advisor Agenda – 12th Grade

Thursday, January 21st

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22. Read Daily Bulletin

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26. Activity 1 – Diploma Name Check

A list containing the names of your senior advisees was placed in your mailbox on Wednesday. Please pass that around the room and have students check that (1) their name is on it and (2) the spelling and names are accurate. This is the list that we use to print diplomas for graduation. Whatever is on this list will appear on their diploma. This is their chance to ensure that everything is spelled correctly! Please return these lists to Melissa's mailbox.

27. Activity 2 – College Planning Advice

Please ask your students to brainstorm a list of websites and/or books/magazines that were helpful when they were college planning and looking for financial aid. Please return that list to Barb Popoff's mailbox.

28. Activity 3 – Second Semester Schedules

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