

## Counselor Schedule: Plan B 20-21

### Elementary Campus Coverage - for Duties

Coverage	Monday	Tuesday	Wednesday	Thursday
AM Duty (8:10-8:25)	Matt	Matt	Michelle	Lori
PM Duty (2:15-2:30)	Lori -if I can do Mon pm instead of Tues		Lori, Matt (?)	Matt (?)

### Middle Campus Coverage - for Duties

Coverage	Monday	Tuesday	Wednesday	Thursday
AM Duty	Michelle (8:05)	Michelle (8:05)		Michelle (8:05)
PM Duty				Lori

### Counseling Triage in case of a student crisis and on campus

Time Slots	Monday ES	Monday MS	Tuesday ES	Tuesday MS	Wednesday ES	Wednesday MS	Thursday ES	Thursday MS	Friday
8-9	Matt, Lori	Michelle	Matt	Michelle	Michelle	Lori	Matt, Lori	Michelle	Michelle
9-10	Lori, Matt	Michelle	Matt	Michelle	Michelle, Matt	Lori	Lori	Michelle	Michelle
10-11	Lori, Matt	Michelle	Matt	Michelle	Michelle, Matt	Lori	Lori	Michelle	Michelle
11-12	Lori, Matt	Michelle	Matt	Michelle	Michelle, Matt	Lori (11:30)	Matt (11:30)	Lori	Michelle
12-1	Lori	Michelle Matt	Matt	Lori	Lori, Matt	Michelle	Matt	Lori	Michelle Matt
1-2	Lori	Michelle Matt	Matt	Michelle Lori	Lori, Matt	Michelle	Matt	Lori	Michelle Matt
2-3	Lori	Michelle Matt	Michelle Matt	Michelle Lori Matt	Lori, Matt	Michelle	Matt	Lori	Michelle Matt

\*Lori virtual Tuesday

Counseling Work Hours by Campus for each counselor: Our internal document

Name	Monday	Tuesday	Wednesday	Thursday	Friday (Virtual)
Matt	ES -am duty (8:10-8:20) <u>ES-Title I- 2nd Grade</u> (8:30-12:30)	ES -am duty? (8:10-8:30) <u>ES -Title I - 4th Grade</u> (9:30-1:45)	Matt - 10 am arrive on campus <u>ES -Title I - 4th Grade</u> (11:30-3:30)	<u>ES -Title I - 3rd Grade</u> (11:30-3:30)	
Lori	8-3:00 on ES  (ES pm duty - would it be possible to do Mon instead of Tues?) (2:15-2:30)	<b>Virtual all day</b>	8-11:45 MS 12-3pm ES  ES pm duty (2:15-2:30)	8-10:45 ES ES am duty  11-3 MS	<b>Does not work on Fridays</b>
Michelle	MS: 8:05-12:00 Duty	MS:8:05-12:00 Duty	ES:8:05-12:00	MS: 8:05-12:00	8:10-12:00

**Locations for Counselors:**

**Matt** is 3-5 work room or will push in with certain grade levels

**Lori** in Art room w/ Amanda or look at art room closet (speak w/ Karen about music supplies)

**Michelle** in the big office at the middle school

**Questions:**

Matt-Slight change to Title I services to support their virtual learning - it may be responsible - getting a check in from Matt versus - more intensive services...how does this impact the total number of students being served in Title I - could we open it up to more kiddos???

**Amanda**-Do Title I hours on campus need to link up with Plan B school hours now?? Thoughts?

Matt/Michelle-What to do if Title I kids are not on campus kids - but instead are still where parents chose to keep them full time virtual??

**All need to work this out together**-Chart of crisis response including all staff. List of which staff on campus which week Teaching partners, and EC staff too---michelle D - **trained in seclusion and restraint- make list?**

**Amanda**-Can counseling switch from Tuesday afternoon dismal to covering Monday dismissal???- elementary question

**Amanda**-Could there be flexibility in covering another pm duty versus am duty???

**Collab with IST**-Virtual office hours or on campus office hours depending on each of our available times versus when staff actually have planning times to access us - if they line up or is there a way to help them line up?? Is this even something they desire or need before we bend over backwards trying to offer (basically the idea of how to build relationships w/ middle school staff so they know we are supporting them as well as ES)

**Amanda**-Could we have a partner with EC and/ or Lori, Michelle to help cover Title I if a student crisis (while in person on campus) occurs - who would respond and who would cover kids in Title I at that point?? So counseling programmatically how do we want to structure crisis response on campus??

Summary

	M	T	W	Th
Elem	Matt & Lori	Matt	Michelle D. & Matt	Matt & Lori
MS	Michelle D. PM Virtual: Michelle D.& Matt	Michelle D. PM Virtual: Michelle D. & Lori	Lori PM Virtual: Michelle D.	Michelle D. & Lori PM Virtual: Michelle D. & Matt