

# Prairie High School

## Advisor Program 2002-2003

### First Semester Advisor/Advisee Schedule

August 19, Monday: 8:20 A.M.

- \*Review schedules
  - \*Check schedules for accuracy
  - \*All schedule changes will come through the advisor and will be initialed by the advisor. DO NOT send advisees to guidance office. Advisor turns in schedule changes to guidance immediately after AA, these will be returned to advisor by Tuesday morning.
  - \*Hand out agenda to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders
- Proceed to auditorium for assembly

August 20, Tuesday: 8:15 A.M.

- \*All schedule changes, if possible to make, will be returned to students. Student will need to stop by the advisor before the 8:20 bell

August 27, Tuesday

- \*Personal Data Forms (10-12)
- \*Get acquainted with advisees

September 3, Tuesday

- \*Advisor encourages students to get involved in school activities  
Upper class students can share PHS activity experiences
- \*Discuss new artifact due dates

September 10, Tuesday

- No AA
- Senior meeting for Homecoming

September 19, Tuesday

- No AA
- Homecoming

September 24, Tuesday

- \*Goal sheet #13—New--these are grade specific

October 1, Tuesday

- \*Review Portfolio
- Advisor will have 6 week grades, but won't review in AA

AA October 8 Tuesday—No School—In Service

October 15, Tuesday

- \*Juniors taking PSAT in AM (Top 25% of Class if they choose)
- \*Upper class can share artifact examples
- \*Portfolio review

October 22, Tuesday

- No AA
- The week of October 21—ITED's

October 29, Tuesday

- \*Review transcript
- \*Review December 17<sup>th</sup> due date for artifacts (2)

November 5, Tuesday

- No AA

November 12, Tuesday

- No AA

November 19, Tuesday

- No AA
- PLAN test for sophomores that elect to take test

November 26, Tuesday

- No AA

December 3, Tuesday

- \*Review second semester schedules
- \*All schedule changes MUST be completed in December
- \*Reminder of December 17<sup>th</sup> artifact due date

December 10, Tuesday

- \*10<sup>th</sup> Grade Parent Meeting form—begin to fill out
- \*Reminder of artifact due date—next week

December 17, Tuesday –AA will be at end of day

- \*Two Artifacts plus cover sheet are due by end of day

January 7, Tuesday

- \*Core recommendation forms for next years required classes

January 14, Tuesday  
\*10<sup>th</sup> Grade Meeting forms

End First Semester

## Second Semester

January 20, Monday, 8:15  
Walk by for 2<sup>nd</sup> semester schedules

January 21, Tuesday,  
10<sup>th</sup> Grade Parent Meeting

January 28, Tuesday  
\*10<sup>th</sup> Grade Parent Meeting Practice  
\*Hand out Program of Studies booklets

February 3, Monday  
\*Extended day for 10<sup>th</sup> Grade Meeting Practice

Parent Meeting in Evening

February 4, Tuesday  
No AA

February 11, Tuesday  
\*Self Reflection Checklist  
\*Goal Sheet #15 (In Portfolio Booklet)

February 18, Tuesday –No School—In Service

February 25, Tuesday  
\*Self Reflection Checklist  
\*Senior self reflection, strength and weakness paper due 3/18  
\*Announce to Sr. Presentation meeting 3/11, attendance is required

March 4, Monday  
No AA

March 11, Tuesday  
Senior Meeting for Senior Presentation Materials

March 18, Tuesday

**\*Senior Self Reflection Paper due**

\*Underclass finish checklist

March 25—Spring Break ---Fun in the Sun

April 1, Tuesday

\*Seniors begin presentation material search

\*9-11, write memories of the year for use in sr. presentation

April 8, Tuesday—Extended AA

\*Sr. Presentation Practice

April 15, Tuesday—Extended AA

\*Sr. Presentation Practice

April 22, Tuesday—Late Arrival

\*Sr. Presentation Practice

April 23, Wednesday,

Senior Presentations 4:00-8:00

Seniors need not attend AA again

April 29, Tuesday

\*No AA

May 6, Tuesday

\*Review due date of May 13

\*Two artifacts and self reflection paper

May 13, Tuesday, End of Day

Two artifacts with cover sheets due

Self reflection paper due

Dates for 2003 registration, mini course registration, and student council elections have NOT been listed. These will be added later.

May ??? 8<sup>th</sup> grade advisees will visit on the mini course prep day

Congratulations, Another Year Completed

