

2023-2024 Duchesne Annual Calendar

A minimum of 80% of time recommended for direct and indirect student services and 20% or less in program planning and school support

Month	Delivering		System Support
	Responsive Services, School Counseling Curriculum & Individual Planning		
	Direct Student Services Activities <i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
Ongoing Services	1-on-1; small group mediation; Pinocchio; District Social Worker, CHADS Mentoring Program	Conferring with Pinocchio, DSW, and CHADS facilitators regarding student progress; reading thru new student files; attendance tracking	Other duties as directed by principal and/or lead counselor; Counseling mentor
August	First days of school: helping in office; walking students to class; conferencing with parents; editing class rosters;	Continue to work on Canvas site to create home page, courses, etc; Counselor's Corner newsletter	Meet the Teacher Night; Attendance Committee; SELT Committee; Care Team facilitator; 504 and SSD data collection; IEPs/REDs/Eligibility staffing; O-Week activities; Counselors' PD; District PD; Faculty meetings; draft annual calendar;
September	Classroom Guidance: Guidance about Bullying; Role of a School Counselor	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	Open House; Donuts for Grown-ups event; Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; Counselors' PD; Arrival/Dismissal/Lunch Duty; Faculty meetings; PTO; Counselors' PD
October	Classroom guidance: Poison and drug awareness	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings; Red Ribbon week; begin referrals for Santa's Helpers
November	Classroom guidance: Safe Touch facilitated by CAPP	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; District PD; faculty meetings; continue referrals for Santa's Helpers

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		Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	
December	Classroom guidance: Project Anti-Violence Education (PAVE) – lesson 1: understanding emotions and feelings	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences; DESSA screenings	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings; evening musical/concert; delivery of gifts to Santa's Helpers' recipients
January	Classroom guidance: Project Anti-Violence Education (PAVE) – lesson 2: students learn empathy in order to support relationships	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; District PD; faculty meetings
February	Classroom guidance: Project Anti-Violence Education (PAVE) – lesson 3: student learn to speak up for things and people, and actively listen to how others think and feel	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings; Black History Month evening program
March	Classroom guidance: Interacting with others in ways that respect individual and group differences	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings; Family Game Night
April	Classroom guidance: Applying Skills for Career Readiness and Success	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint

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		board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences; drafting new school year rosters	Training; Arrival/Dismissal/Lunch Duty; District PD; faculty meetings; Kdg evening concert
May	Classroom guidance: Transitions	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences; finalizing new school year rosters	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings; Annual Color Run
June	Classroom guidance: Transitions	Individual and /or Group Resources for Family and Crisis Counseling; Crisis interventions; Mediations; Operation Backpack; Clothing and shoes for students in need; continue to update website and school bulletin board; ; Counselor's Corner newsletter for website; prepare for this month's guidance lesson; SSD referrals and meetings for 504s and IEPs; referrals for CHADS Mentor Program,, Pinocchio, and District Social Worker, and/or RTI services with SSD Social Worker; parent/teacher conferences; submitting roster information to Combs/Robinwood regarding incoming 3rd grade students	Attendance Committee facilitator; SELT Committee member; Care Team facilitator; 504 data collection, Care Team data collection, and SSD data collection; Joint Review/IEP/RED/Eligibility meetings; NCI restraint Training; Arrival/Dismissal/Lunch Duty; faculty meetings