

2023-2024 SCHOOL NAME 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	Once a month classroom instruction lessons in each grade level (or your assigned level) ■ Daily student check-ins/checkouts ■ Student leadership club ■ Lunch bunch ■ Group and individual counseling ■ Crisis counseling ■ New student transition (transition planning and academic advising) ■ Restorative circles ■ In-class student observations	Weekly PLC/Team meetings ■ Guiding coalition meetings (school improvement team) ■ District counseling PLC ■ IEP/504 meetings (support as part of the academic team, non administrative) ■ Parent meetings ■ RTI meetings ■ Various committee meetings ■ Collaboration with community agencies ■ Ongoing professional development ■ Coordinate community resources (Big Brothers Big Sisters, Food for Kids Backpack program, Operation School Bell, etc.) ■ Frequent and ongoing collaborative conversations	Update counselor website monthly or as needed ■ Faculty meetings ■ Promote achievement, attendance, behavior and/or school safety ■ Address schoolwide data, policies and practices to address closing-the-gap issues ■ Address schoolwide plan for academic, career and social and emotional development
August	■ Lesson: Who Am I (Counselor Introduction) and Zones of Regulation ■ Open house 8/15 ■ Work with MTSS team or administrators to launch universal screener for all students to identify	Teacher in-service training ■ Meet the Teacher Night 8/15 ■ Meet with all staff during PD: 8/15 →Discuss with school staff counseling program objectives and/or changes →Protocols for referring students to the counselor(s)	■ Create and/or update school counseling brochures ■ Write school counseling program outcome goals ■ Complete annual calendar ■ Complete annual administrator conference on the goals of the school counseling program

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	possible topics for classroom instruction, small groups, and individual referrals	Processes of handling a student in crisis or believed to be in crisis. (reporting) DSS referral process/ steps	Plan for direct services
September	<ul style="list-style-type: none"> Classroom Lesson: GSEM PAVE Coffee with counselors Distribute needs assessments 	<ul style="list-style-type: none"> Fundraiser - Color Run 	<ul style="list-style-type: none"> Fall advisory council meeting
October	<ul style="list-style-type: none"> Red Ribbon Week activities, assembly Bullying Prevention Month activities Classroom Lesson: GSEM PAVE 	<ul style="list-style-type: none"> Parent-teacher conferences Parent Engagement - Resource and Activities Fair 	<ul style="list-style-type: none"> Annual canned food drive
November	<ul style="list-style-type: none"> National Native American Heritage Month activities Celebrate World Kindness Day activities Career Awareness Month activities 	<ul style="list-style-type: none"> MSCA Annual Conference Canned Food Drive 	
December	<ul style="list-style-type: none"> Classroom Lesson: Kindness and Managing Emotions 	<ul style="list-style-type: none"> Help coordinate holiday support for families from school/community Holiday Performance 	
January	<ul style="list-style-type: none"> Coffee with counselors (caregiver engagement) Great Kindness Challenge 	<ul style="list-style-type: none"> Parent Engagement Night - STEM/Math Night 	
February	<ul style="list-style-type: none"> Classroom Lesson: Confidence and Self Esteem National School Counseling Week activities African American History Month activities Career and Technical Education Month activities 	<ul style="list-style-type: none"> Parent-teacher conferences Talent Show 	

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March	<ul style="list-style-type: none">■ Classroom Lesson: Test Taking Strategies	<ul style="list-style-type: none">■ Parent Engagement Activity - Reading Night/Book Fair	<ul style="list-style-type: none">■ Reflect on program goals and activities of school counseling curriculum, small-group and closing-the-gap action plans
April	<ul style="list-style-type: none">■ Career Exploration■ Career Expo Week activities■ Career Fair■ Child Abuse Prevention Month activities	<ul style="list-style-type: none">■ Spring Concert	<ul style="list-style-type: none">■ Support state testing■ Support end-of-year awards/activities■ Spring advisory council meeting
May	<ul style="list-style-type: none">■ Classroom Lesson: Transitions■ Career Exploration■ Mental Health Month activities	<ul style="list-style-type: none">■ 5th Grade Graduation■ 5th Grade Dance	<ul style="list-style-type: none">■ Evaluate academic year and analyze data■ Develop goals and objectives for next year■ Submit counseling program evaluation to administration
June			