

2023-2024 Griffith Intermediate Annual Calendar

School: Griffith Intermediate School

Academic Year: 2023-2024

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		Program Planning and School Support <i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>
	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>	
Ongoing Services	<ul style="list-style-type: none"> Classroom instruction lessons in each grade level (or your assigned level) Daily student check-ins/checkouts Student leadership club Lunch bunch Small group, and individual counseling for students that may require Crisis, as well as grief counseling New student transition (transition planning and academic advising) Assist with restorative circles In-class student observations 	<ul style="list-style-type: none"> 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, Girl Scouts, etc.) Frequent and ongoing collaborative conversations 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Get to know you lesson: Introduce role of school counselor Open house Work with MTSS team or administrators to launch universal screener for all 	<ul style="list-style-type: none"> Teacher in-service training Meet with all staff during PD: Discuss with school staff counseling program objectives and/or changes Protocols for referring students to the counselor(s) 	<ul style="list-style-type: none"> Create and/or update counselor website Create and/or update school counseling brochures Write school counseling program outcome goals Complete annual calendar

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	students to identify possible topics for classroom instruction, small groups, and individual referrals	<ul style="list-style-type: none"> Processes of handling a student in crisis or believed to be in crisis. (reporting) DHS referral process/steps 	<ul style="list-style-type: none"> Complete annual administrator conference on the goals of the school counseling program Plan for direct services
September	Possible classroom instruction topics: conflict resolution, academic success, growth mindset <ul style="list-style-type: none"> Cocoa with counselors (caregiver engagement) Distribute needs assessments Hispanic Heritage Month activities Suicide Prevention 		<ul style="list-style-type: none"> Fall advisory council meeting
October	Possible classroom instruction topics: fire safety, healthy choices, bullying prevention <ul style="list-style-type: none"> Red Ribbon Week activities, assembly Bullying Prevention Month activities 	<ul style="list-style-type: none"> Parent-teacher conferences 	<ul style="list-style-type: none"> Annual canned food drive
November	Possible classroom instruction topics: hygiene, gratitude <ul style="list-style-type: none"> Military Family Appreciation Month activities National Native American Heritage Month activities Celebrate World Kindness Day activities Career Awareness Month activities 	<ul style="list-style-type: none"> MSCA Annual Conference Help coordinate holiday support for families from school/community 	
December	Possible classroom instruction topics: kindness, compassion	<ul style="list-style-type: none"> Help coordinate holiday support for families from school/community 	

2023-2024 Griffith Intermediate Annual Calendar

January	<p>Possible classroom instruction topics: Stop, Go Tell (sexual abuse prevention), peer relationships, decision making</p> <ul style="list-style-type: none"> ● Coffee with counselors (caregiver engagement) ● Great Kindness Challenge 	<ul style="list-style-type: none"> ● Parent Engagement Night -- possible topics: bullying prevention, online safety, cultural competency 	
February	<p>Possible classroom instruction topics: understanding feelings, goal setting, "Ned" show</p> <ul style="list-style-type: none"> ● National School Counseling Week activities ● Black History Month activities ● Career and Technical Education Month activities 	<ul style="list-style-type: none"> ● Parent-teacher conferences 	
March	<p>Possible classroom instruction topics: test-taking skills, teamwork</p>		<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	<p>Possible instruction topics: transition lessons, career, mental health awareness</p> <ul style="list-style-type: none"> ● Career Expo Week activities ● Alcohol Awareness Month activities ● Child Abuse Prevention Month activities 		<ul style="list-style-type: none"> ● Support state testing ● Support end-of-year awards/activities ● Spring advisory council meeting
May	<p>Possible instruction topics: review topics, end-of-year closure lesson, write letters to new teacher, career exploration, summer safety topics</p> <ul style="list-style-type: none"> ● Asian-Pacific American Heritage Month activities ● Mental Health Month activities 		<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

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