

School Counseling Annual Calendar



School: Griffith Intermediate

Academic Year: 2022-2023

Month	School Counseling Curriculum	Individual Student Planning	Responsive Services	System Support
Ongoing Services	Develop Monthly Lessons and collaborate with outside agencies	Attend IEP meetings. Review new student files for behavior concerns, 504's and/or IEP. Follow up on new SSD student transfers as needed.	Follow-up concerning student google searches. Refer students as needed to Great Circle, Pinocchio, & Annie's Hope.	SELT/Ci3T Committee. Attendance Committee. Admin Team.
August	Introduction Lessons	Attend IEP meetings. Review new student files for behavior concerns, 504's and/or IEP. Follow up on new SSD student transfers as needed.	Follow up with concerning student google searches. Individual and group counseling as needed	SELT/Ci3T Committee. Attendance Committee. Admin Team. Facilitate staff meeting on Counselor roles and duties, care-team process, hot-line reporting and suicide prevention.
September	GLE: = PS3B Sexual Harassment	Ongoing review of new student permanent records. Attend IEP meetings. Facilitate	Individual and group counseling as needed. Refer students to Great Circle or Annie's Hope	SELT/Ci3T Committee. Attendance Committee. Admin Team. Facilitate staff meeting on

		Care-Team meetings as needed. Review new SSD student IEPs and follow-up on SSD transition paperwork as needed.	as needed. Respond to student requests per Counselor Check-In Form.	Counselor roles and duties, care-team process, hot-line reporting and suicide prevention. Assist with PTO establishment.
October	GLE= PS3A Drug and Safety lessons/ Bully Prevention. Organize Red Ribbon Week..	Follow through with SSD and PROBE referrals as requested. Review 1st quarter retention guidelines. Attend IEP meetings. Facilitate Care-Team meetings. Ongoing review of new student permanent records. Review new SSD student IEPs and follow-up on transition paperwork as needed.	Follow up with concerning student google searches. Individual and group counseling as needed. Refer students to Great Circle, Annie's Hope, and Pinnochio as needed. Respond to student requests per Counselor Check-In Form. Collaborate outside agency for shoe donations.	Complete 1st quarter progress report. Assist with school-wide parent conferences. Assist with Literacy Night PBIS/ Ci3T Committee. Monitor and award good attendance. Daily Morning Announcements and Car rider duty. Assist with Trunk or Treat. Assist with Quarterly Awards Assembly.
November	GLE= PS2B Lessons bullying with focus on respecting self and others.	Follow through with SSD and PROBE referrals as requested. Attend IEP meetings. Facilitate Care-Team meetings. Ongoing review of new student permanent records. Review new SSD student IEPs and follow-up on transition paperwork as needed.	Follow up with concerning student google searches. Individual and group counseling as needed. Refer students to Great Circle or Pinnochio as needed. Respond to student requests per Counselor Check-In Form. Collaborate with outside agencies for coat and Christmas donations.	PBIS/Ci3T Committee. Attendance Committee. Admin Team.

December	GLE= PS2A Lessons on friendship and quality relationships.	Follow through with SSD and PROBE referrals as requested. Attend IEP meetings. Facilitate Care-Team meetings. Ongoing review of new student permanent records. Review new SSD student IEPs and follow-up on transition paperwork as needed. Review 2nd quarter retention guidelines.	Follow up with concerning student google searches. Individual and group counseling as needed. Refer students to Great Circle or Pinnochio as needed. Respond to student requests per Counselor Check-In Form.	PBIS/Ci3T Committee. Attendance Committee. Admin Team. Monitor and award good attendance.
January	GLE: AD5A and AD6A Lessons on Goal Setting.	Follow through with SSD referrals as requested. Attend IEP meetings. IQ testing as needed. Assist with individual parent conferences. Facilitate Care-Team meetings.	Assist new students with transition concerns. Continue with group and individual counseling services. Refer students as needed to Great Circle.	PBIS/Ci3T Committee. Attendance Committee. Admin Team. Complete 2nd quarter progress report. Monitor and award good attendance. Daily Morning Announcements and Car rider duty. Assist with Black History Program. Assist with Quarterly Awards Assembly.
February	GLE= PS1C Diversity and Cooperation lessons CHADS lessons	Follow through with SSD referrals as requested. Attend IEP meetings. IQ testing as needed. Facilitate Care-Team meetings.	Follow up with concerning student google searches. Individual and group counseling as needed. Refer students to Great Circle, Annie's Hope,	PBIS/Ci3T Committee. Attendance Committee. Admin Team. Review new student records. Check Tyler for SSD tags of any new diagnosed students.

			and Pinnochio as needed. Respond to student requests per Counselor Check-In Form.	PBIS/ Ci3T Committee. Begin discussing MAP schedules with ISL and principal. Monitor and award good attendance. Daily Morning Announcements and Car rider duty. Assist with Black History Program.
March	GLE= CD8A Career Awareness lessons.	Follow through with SSD referrals as requested. Attend IEP meetings. IQ testing as needed. Assist with individual parent conferences. Review 3rd quarter retention guidelines. Facilitate Care-Team meetings.	Assist new students with transition concerns. Continue with group and individual counseling services. Refer students as needed to Great Circle.	PBIS/Ci3T Committee. Attendance Committee. Admin Team. Complete 3rd quarter progress report. Complete testing schedules. Monitor and award good attendance. Daily Morning Announcements and Car rider duty. Assist with Quarterly Awards Assembly.
April	GLE= CD7B and AD4A Perseverance and Fair Testing Practices.	Follow through with SSD referrals as requested. Attend IEP meetings. IQ testing as needed. Assist with individual parent conferences. Register students for Summer Learning Academy. Facilitate Care-Team meetings.	Follow up with concerning student google searches. Individual and group counseling as needed. Refer students to Great Circle, Annie's Hope, and Pinnochio as needed. Respond to student requests per Counselor Check-In Form.	PBIS/Ci3T Committee. Attendance Committee. Admin Team. Inservice teachers on state assessments. Send parent letter regarding testing. Career Fair. Monitor and award good attendance. Daily Morning Announcements and

				Car rider duty.
May	GLE= PS2B Lessons on Self-esteem.	Complete retention forms/ lists and schedule parent meetings for those students considered for retention. Attend IEP meetings. Follow 4th quarter retention guidelines. Facilitate Care-Team meetings. Prep 5th grade files for transfer to JW.	Continue with group and individual counseling services. Wrap up students that were seen by Great Circle.	Complete all testing paperwork. Review/clean out student permanent files. Prep 5th grade files for transfer to JW. Complete 4th quarter progress report. PBIS/Ci3T Committee. Monitor and award good attendance. Daily Morning Announcements and Car rider duty. Assist with Quarterly Awards Assembly. Assist with 5th Grade Promotion.
June				