

School: <u>Sepulveda Middle School Academic</u> Year: <u>2025-2026</u>

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

	Delivering		
Month	Direct Student Services Activities (Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)	Indirect Student Services Activities (Significant collaborations, leadership and advocacy activities)	Program Planning and School Support (Defining, Managing, Assessing, Fair-Share Responsibilities)
Ongoing Services	 Individual/group counseling Academic advisement Teacher conferences with students Academic planning Teacher conferences Conflict mediations Restorative interventions New student orientations Individual student planning and scheduling School-wide initiatives support and lunch supervision Short-term goal oriented individual student meetings with students needing Tier III individualized supports (identified using school data) Crisis/Risk Screenings/Response 	 Parent/guardian/staff consultation meetings Teacher conferences with family, actively engaging with school principal to resolve student concerns and needs Attending attendance review team parent meetings Providing feedback to student family members to support academic/social counseling goals School data summary Annual student outcome goals Lesson plans Calendars Homeroom Lessons Monthly newsletters 	 Creating student schedules Compose and analyze Pre/Post Assessment surveys used in small groups and classroom lessons Compose and analyze minute meetings Ongoing participation, mindsets, behaviors, and outcome data analysis to inform decision making Bi-weekly meeting with school administration Nutrition and Lunch Supervision
August	 8/6-7-Student WEB (Where Everybody Belongs) Training 8/8-6th grade WEB Orientation Minute Meetings Study Skills Classroom Lesson Meet the Counselor - Classroom Lesson 	 (WEB) Where Everybody Belongs Training Orientation Nights Week of 8/11 - Mail out Back to School Night Flyers 8/21- 5pm-6pm- 6th grade Cookies with Counselor 8/28- 4pm-4:45pm- 7th & 8th Gr. Cookies with Counselors 	 Analyze school data Share annual calendar via school website, social media, and staff meeting Create annual student outcome goal Create action plan Annual School Counselor/Administrator conference

		8/28-5pm-7:30 pm-Back to School Night	
September	 Small Group Being (Tier 2) 9/17-Suicide Prevention Awareness Monthly Activity Suicide Prevention and Awareness Month Classroom Lesson Check-in with D and F students - 5 Week Report Card Due 9/11 Ongoing - 8th grade IGPs Ongoing - 6th and 7th Grade IGPs 	 Mail home Culmination Requirements 9/6-Mail 8th-grade Culmination Eligibility Status Letters - 5 Week Progress 9/10-PBIS Meeting 9/25-Rising 8th Grade Culmination Seminar 	 9/16-Banked Time Virtual Professional Development-Middle School Culmination
October	 Check-in with D and F students - 10 Week Report Card Due 10/9 10/18 - Bullying Prevention and Awareness Month Entire Month - Bullying Prevention Monthly Tier-1 Classroom Lesson 10/30 - College Signing Day 10/24 - High School Fair 10/17- 8th Gr. IGPs Deadline 	 10/17-5pm-7pm PHBAO Night 10/1 - 11/15 Choices High School Magnet Application Support 10/12 Mail 8th-grade Culmination Eligibility Status Letters - 10 Week Progress 10/14 Cookies with the Counselors 	 10/10-In Person Professional Development- Comprehensive Counseling Program. 10/14-Banked Time Virtual Professional Development-MTMDSS
November	 Check-in with D and F students - 15 Week Report Card Due 11/5 11/15 1:00 P.M Gratitude Month 11/1 - Small Groups Continue 11/21- 6th &7th Gr. IGPs (2+ Fs) 	 11/21 - 10:00 A.M. School Counseling First Semester Advisory Council Meeting 11/4 & 11/6 - High School Magnet Application Support 11/4 & 11/6 - High School Zone of Choice Application Support 11/5 - Mail 8th-grade Culmination Eligibility Status Letters - 15 Week Progress 11/14-8th grade Progress Letter Mailed home (in danger of failing) 11/18 Cookies with the Counselors 10/1 - 11/15 Choices High School Magnet Application Support 	11/18-Banked Time Virtual Professional-Section 504
December	 Week of 12/1 - Small Groups Conclude 	 12/12 - Finalize Winter Academy Referrals/ Applications 12/1 - SEL Homeroom Lessons Created 	 Preparation for 2nd semester Small Groups

	 Check-in with D and F students prior to Semester Final Grades - Week Report Card Due 12/18 		
January	 1/5- 9 Winter Academy 1/29- Kindness Classroom Lessons 	 1/13 - Review 1st Semester Grades 1/20 Mail home intervention referrals 1/21-Mail 8th-grade Culmination Eligibility Status Letters 	 1/20-Banked Time Virtual Professional Development-Master Schedule/Course of Study
February	 Healthy Relationships Classroom Lesson 2/2-6-National School Counselor Week 2/13-8th Gr. IGPs (Off-Track) Course Selection Workshop (7th) Small Groups Begin 	 2/19-PHBAO NIGHT 2/2-6-National School Counseling Week 2/24-Monroe High School Campus Visit 2/26-Mail 8th-grade Culmination Eligibility Status Letters 	2/17-Banked Virtual Professional-Lesson Planning
March	 Small Groups Continue 3/26 March Madness Coping Skills 3/24-Resilience Classroom Lesson 3/7-Feeder School Outreach (Articulation) 3/20- 6th & 7th Gr. IGPs (On-Track) 	 3/19 Cookies with the Counselors 3/26-Mail 8th-grade Culmination Eligibility Status Letters 	 3/17-Banked Time Virtual Professional-Development-Comprehe nsive ELD 3/12-In-Person Professional Development Inputting student schedules for the upcoming year
April	 Stress Awareness Month Stress Awareness Classroom Lesson 4/2-4 12:50-1:20p - Drug Prevention Event Small Groups Conclude 	 4/7-8-High School Class Registration 4/10-5pm-7pm-Open House 4/23-Cookies with the Counselor 	4/21-Banked Time Virtual Professional Development-Summer School Enrollment
May	 5/16-Mental Health Awareness Month Mental Health Classroom Lesson 5/7-High School Signing Day 5/12-Intervention Referral - Summer School Monthly Tier-1 Classroom Lesson: All About College 	 5/29- School Counseling Second Semester Advisory Council Meeting 8th Grade Parent Night - High School Prep 5/22-8th Grade Awards Night 5/22-Biliteracy Award Night 5/6-Mail 8th-grade Culmination Eligibility Status Letters 	 5/19-Banked Time Virtual Professional-ASCA End of Year Report 5/22-In Person Professional Development
June	 Ongoing Intervention Referral - Summer School Grade Checks 	• 6/10-Culmination	 Finalizing students' schedules for the upcoming year Share End of Year Report with Stakeholders