



# Annual Calendar Template

School: Sepulveda Middle School Academic Year: 2025-2026

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Program Planning and School Support<br><i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>                                                                                                                                                                                                                                                                                                                            |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | Direct Student Services Activities<br><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<br><i>(Significant collaborations, leadership and advocacy activities)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Ongoing Services | <ul style="list-style-type: none"> <li>Individual/group counseling</li> <li>Academic advisement</li> <li>Teacher conferences with students</li> <li>Academic planning</li> <li>Teacher conferences</li> <li>Conflict mediations</li> <li>Restorative interventions</li> <li>New student orientations</li> <li>Individual student planning and scheduling</li> <li>School-wide initiatives support and lunch supervision</li> <li>Short-term goal oriented individual student meetings with students needing Tier III individualized supports (identified using school data)</li> <li>Crisis/Risk Screenings/Response</li> </ul> | <ul style="list-style-type: none"> <li>Parent/guardian/staff consultation meetings</li> <li>Teacher conferences with family, actively engaging with school principal to resolve student concerns and needs</li> <li>Attending attendance review team parent meetings</li> <li>Providing feedback to student family members to support academic/social counseling goals</li> <li>School data summary</li> <li>Annual student outcome goals</li> <li>Lesson plans</li> <li>Calendars</li> <li>Homeroom Lessons</li> <li>Monthly newsletters</li> </ul> | <ul style="list-style-type: none"> <li>Creating student schedules</li> <li>Compose and analyze Pre/Post Assessment surveys used in small groups and classroom lessons</li> <li>Compose and analyze minute meetings</li> <li>Ongoing participation, mindsets, behaviors, and outcome data analysis to inform decision making</li> <li>Bi-weekly meeting with school administration</li> <li>Nutrition and Lunch Supervision</li> </ul> |
| August           | <ul style="list-style-type: none"> <li>8/6-7-Student WEB (Where Everybody Belongs) Training</li> <li>8/8-6th grade WEB Orientation</li> <li>Minute Meetings</li> <li>Study Skills Classroom Lesson</li> <li>Meet the Counselor - Classroom Lesson</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>(WEB) Where Everybody Belongs Training Orientation Nights</li> <li>Week of 8/11 -Mail out Back to School Night Flyers</li> <li>8/21- 5pm-6pm- 6th grade Cookies with Counselor</li> <li>8/28- 4pm-4:45pm- 7th &amp; 8th Gr. Cookies with Counselors</li> </ul>                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Analyze school data</li> <li>Share annual calendar via school website, social media, and staff meeting</li> <li>Create annual student outcome goal</li> <li>Create action plan</li> <li>Annual School Counselor/Administrator conference</li> </ul>                                                                                                                                            |

|           |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>8/28-5pm-7:30 pm-Back to School Night</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                  |
| September | <ul style="list-style-type: none"> <li>Small Group Being (Tier 2)</li> <li>9/17-Suicide Prevention Awareness Monthly Activity</li> <li>Suicide Prevention and Awareness Month Classroom Lesson</li> <li>Check-in with D and F students - 5 Week Report Card Due 9/11</li> <li>Ongoing - 8th grade IGPs</li> <li>Ongoing - 6th and 7th Grade IGPs</li> </ul>       | <ul style="list-style-type: none"> <li>Mail home Culmination Requirements</li> <li>9/6-Mail 8th-grade Culmination Eligibility Status Letters - 5 Week Progress</li> <li>9/10-PBIS Meeting</li> <li>9/25-Rising 8th Grade Culmination Seminar</li> </ul>                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>9/16-Banked Time Virtual Professional Development-Middle School Culmination</li> </ul>                                                                    |
| October   | <ul style="list-style-type: none"> <li>Check-in with D and F students - 10 Week Report Card Due 10/9</li> <li>10/18 - Bullying Prevention and Awareness Month</li> <li>Entire Month - Bullying Prevention Monthly Tier-1 Classroom Lesson</li> <li>10/30 - College Signing Day</li> <li>10/24 - High School Fair</li> <li>10/17- 8th Gr. IGPs Deadline</li> </ul> | <ul style="list-style-type: none"> <li>10/17-5pm-7pm PHBAO Night</li> <li>10/1 - 11/15 Choices High School Magnet Application Support</li> <li>10/12 Mail 8th-grade Culmination Eligibility Status Letters - 10 Week Progress</li> <li>10/14 Cookies with the Counselors</li> </ul>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>10/10-In Person Professional Development- Comprehensive Counseling Program.</li> <li>10/14-Banked Time Virtual Professional Development-MTMDSS</li> </ul> |
| November  | <ul style="list-style-type: none"> <li>Check-in with D and F students - 15 Week Report Card Due 11/5</li> <li>11/15 1:00 P.M. - Gratitude Month</li> <li>11/1 - Small Groups Continue</li> <li>11/21- 6th &amp; 7th Gr. IGPs (2+ Fs)</li> </ul>                                                                                                                   | <ul style="list-style-type: none"> <li>11/ 21 - 10:00 A.M. School Counseling First Semester Advisory Council Meeting</li> <li>11/4 &amp; 11/6 - High School Magnet Application Support</li> <li>11/4 &amp; 11/6 - High School Zone of Choice Application Support</li> <li>11/5 - Mail 8th-grade Culmination Eligibility Status Letters - 15 Week Progress</li> <li>11/14-8th grade Progress Letter Mailed home (in danger of failing)</li> <li>11/18 Cookies with the Counselors</li> <li>10/1 - 11/15 Choices High School Magnet Application Support</li> </ul> | <ul style="list-style-type: none"> <li>11/18-Banked Time Virtual Professional-Section 504</li> </ul>                                                                                             |
| December  | <ul style="list-style-type: none"> <li>Week of 12/1 - Small Groups Conclude</li> </ul>                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>12/12 - Finalize Winter Academy Referrals/ Applications</li> <li>12/1 - SEL Homeroom Lessons Created</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Preparation for 2nd semester Small Groups</li> </ul>                                                                                                      |

|          |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <ul style="list-style-type: none"> <li>Check-in with D and F students prior to Semester Final Grades - Week Report Card Due 12/18</li> </ul>                                                                                                                                      |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                   |
| January  | <ul style="list-style-type: none"> <li>1/5- 9 Winter Academy</li> <li>1/29- Kindness Classroom Lessons</li> </ul>                                                                                                                                                                 | <ul style="list-style-type: none"> <li>1/13 - Review 1st Semester Grades</li> <li>1/20 Mail home intervention referrals</li> <li>1/21-Mail 8th-grade Culmination Eligibility Status Letters</li> </ul>                                                                                                             | <ul style="list-style-type: none"> <li>1/20-Banked Time Virtual Professional Development-Master Schedule/Course of Study</li> </ul>                                                                                               |
| February | <ul style="list-style-type: none"> <li>Healthy Relationships Classroom Lesson</li> <li>2/2-6-National School Counselor Week</li> <li>2/13- 8th Gr. IGPs (Off-Track)</li> <li>Course Selection Workshop (7th)</li> <li>Small Groups Begin</li> </ul>                               | <ul style="list-style-type: none"> <li>2/19-PHBAO NIGHT</li> <li>2/2-6-National School Counseling Week</li> <li>2/24-Monroe High School Campus Visit</li> <li>2/26-Mail 8th-grade Culmination Eligibility Status Letters</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>2/17-Banked Virtual Professional-Lesson Planning</li> </ul>                                                                                                                                |
| March    | <ul style="list-style-type: none"> <li>Small Groups Continue</li> <li>3/26 March Madness Coping Skills</li> <li>3/24-Resilience Classroom Lesson</li> <li>3/7-Feeder School Outreach (Articulation)</li> <li>3/20- 6th &amp; 7th Gr. IGPs (On-Track)</li> </ul>                   | <ul style="list-style-type: none"> <li>3/19 Cookies with the Counselors</li> <li>3/26-Mail 8th-grade Culmination Eligibility Status Letters</li> </ul>                                                                                                                                                             | <ul style="list-style-type: none"> <li>3/17-Banked Time Virtual Professional-Development-Comprehensive ELD</li> <li>3/12-In-Person Professional Development</li> <li>Inputting student schedules for the upcoming year</li> </ul> |
| April    | <ul style="list-style-type: none"> <li>Stress Awareness Month</li> <li>Stress Awareness Classroom Lesson</li> <li>4/2-4 12:50-1:20p - Drug Prevention Event</li> <li>Small Groups Conclude</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>4/7-8-High School Class Registration</li> <li>4/10-5pm-7pm-Open House</li> <li>4/23-Cookies with the Counselor</li> </ul>                                                                                                                                                   | <ul style="list-style-type: none"> <li>4/21-Banked Time Virtual Professional Development-Summer School Enrollment</li> </ul>                                                                                                      |
| May      | <ul style="list-style-type: none"> <li>5/16-Mental Health Awareness Month</li> <li>Mental Health Classroom Lesson</li> <li>5/7-High School Signing Day</li> <li>5/12-Intervention Referral - Summer School</li> <li>Monthly Tier-1 Classroom Lesson: All About College</li> </ul> | <ul style="list-style-type: none"> <li>5/29- School Counseling Second Semester Advisory Council Meeting</li> <li>8th Grade Parent Night - High School Prep</li> <li>5/22-8th Grade Awards Night</li> <li>5/22-Biliteracy Award Night</li> <li>5/6-Mail 8th-grade Culmination Eligibility Status Letters</li> </ul> | <ul style="list-style-type: none"> <li>5/19-Banked Time Virtual Professional-ASCA End of Year Report</li> <li>5/22-In Person Professional Development</li> </ul>                                                                  |
| June     | <ul style="list-style-type: none"> <li>Ongoing Intervention Referral - Summer School</li> <li>Grade Checks</li> </ul>                                                                                                                                                             | <ul style="list-style-type: none"> <li>6/10-Culmination</li> </ul>                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Finalizing students' schedules for the upcoming year</li> <li>Share End of Year Report with Stakeholders</li> </ul>                                                                        |

