



Annual Calendar Template

School: Sepulveda Middle School Academic Year: 2024-2025

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 <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	• Individual counseling • Group counseling ◦ Erika's Lighthouse ◦ Families Over Coming Under Stress ◦ Organization and Study Skills • 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 • Attendance Challenges	• 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 • Annual student outcome goals • Lesson plans • Calendars • Homeroom Lessons ◦ Monday: Growth Mindset ◦ Tuesday: Self-Efficacy ◦ Thursday: Self-management ◦ Friday: Social Awareness • Monthly newsletters • Cookies with the Counselors (Monthly)	• 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 • Biweekly meeting with school administration • Nutrition and Lunch Supervision • School data summary
August	• 7/31-Student WEB (Where Everybody Belongs) Orientation	• (WEB) Where Everybody Belongs Training Orientation Nights	• Analyze school data

	● 8/2/24-6th grade Web Orientation ● Individual Graduation Plans (IGP) ● Minute Meetings ● Study Skills Classroom Lesson ● Meet the Counselor classroom lesson	● 8/15-5pm-6pm: Welcoming Students to Middle School Parent Presentation	● Share annual calendar via school website, social media, and staff meeting ● Create annual student outcome goal ● Create action plan ● Annual School Counselor/Administrator conference ● 8/29-5pm-7pm-Back to School Night ●
September	● 9/10-Suicide Prevention Awareness Month ● 9/18/24-Attendance Awareness Month ● Suicide Prevention and Awareness Classroom Lesson ● 9/24-Naviance SMART Goals ● Check-in with D and F students: Concentrated Academic Support Lesson		● Mail home Culmination Requirement ● 9/6-Mail 8th-grade Culmination Eligibility Status Letters ● 9/10-PBIS Meeting
October	● 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 ● 10/11 - Small Groups Begin ● 10/10 - Check-in with D and F students: Concentrated Academic Support Lesson ● ASCA 33 - Tier-2 Support Network	● High School Magnet Application Support	● 10/12 Mail 8th-grade Culmination Eligibility Status Letters ● 10/17-5pm-7pm PHBAO Night
November	● 11/15 1:00 P.M. - Gratitude Month ● 11/1 - Small groups continue ● 11/1 Check-in with D and F students: Concentrated Academic Support Lesson	● 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

December	12/5 thru 12/12 - Academic Intervention Referral (Winter Academy) 12/6 - Small Groups Conclude	12/13 - Finalize Winter Academy Referrals/ Applications 12/16 - SEL Homeroom Lessons Created	Preparation for 2nd semester Small Groups
January	1/29-Kindness Classroom Lessons 1/31 - Individual Graduation Plans (8th) - Sepulveda Way Talks: Be Safe, Be Responsible, Be Respectful	1/7 - Review 1st Semester Grades	1/15-Mail 8th-grade Culmination Eligibility Status Letters 1/7 Mail home intervention referrals
February	- Healthy Relationships Classroom Lesson 2/3-2/7-National School Counselor Week - Course Selection Workshop (7th) - Small Groups Begin	2/3 -2/7-National School Counseling Week 2/24-High School Articulation: Monroe High School Campus Visit	2/20-PHBAO Night 2/26-Mail 8th-grade Culmination Eligibility Status Letters
March	- Small Groups Continue 3/26 March Madness Coping Skills 3/24-Resilience Classroom Lesson 3/7-Feeder School Outreach (Articulation)		- Inputting student schedules for the upcoming year 3/26-Mail 8th-grade Culmination Eligibility Status Letters
April	- Stress Awareness Month - Stress Management and Coping Skills Classroom Lesson 4/2-4/4 12:50-1:20p - Drug Prevention Event - Small Groups Conclude	4/7-4/8-High School Class Registration	4/10-5pm-7pm-Open House
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	5/6-Mail 8th-grade Culmination Eligibility Status Letters 5/22-8th Grade Awards Night 5/22-Biliteracy Award Night
June	- Intervention Referral - Summer School - Grade Checks	6/6-Culmination	Finalizing students' schedule for the upcoming year

			• Share End of Year Report with Stakeholders
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