

ELEMENTARY SCHOOL COUNSELING PLANNING CALENDAR

CONTINUOUS THROUGHOUT THE YEAR		
Direct Services: 1-on-1 student meetings - Crisis Response - Suicide Interventions, DSS referrals, self-harm - Classroom lessons Indirect Services - Weekly Student Services PLC Meeting - Attendance monitoring with SW		
Program Planning: - Monthly/Weekly Classroom Lessons Data Collection: - Monthly SISP Report Professional Development - Monthly Level Meetings - Staff & Dept Meetings (SIT)		
July	August	September
	Direct Services: <i>**See continuous throughout the year</i> - Counselor Introduction Meeting - Open House Indirect Services: <i>**See continuous throughout the year</i> - Staff training for SST & MTSS 504 teacher training & distribution of plans - Staff training on crisis response (suicide, child abuse, etc) in collaboration with SW - Support SW with dropout data collection and review - BOY PLC Meeting to discuss roles and responsibilities/ assignments for the department. For example, who the 504 coordinator is, Homebound POC, BIMAS POC, etc. Program Planning: <i>**See continuous throughout the year</i> - Open House preparation - Map Out/Prioritize/Schedule SST/504 Caseload	Direct Services: <i>**See continuous throughout the year</i> Indirect Services: <i>**See continuous throughout the year</i> - SST-Following Up On Held Over Cases/ Follow Up On Retentions From Previous Year/Update BIPs As Needed 504 Annual Reviews & 3-Year Evals - Support SW with dropout data collection and review Program Planning: <i>**See continuous throughout the year</i> - Begin planning school-wide programming, Spirit Nights/Fundraising, etc.) - Plan and organize the Terrific Kid program - Classroom Lessons Planning & Implementation - Continue PLC Outcome Goals - Data Review/SIP Goal Review - Create Student Outcome Goal - Identify the student standards that interventions will meet.

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	- Review School Improvement Plan Goals - PLC Outcome Goals - Data Review/SIP Goal Review - Create Student Outcome Goal - Identify the student standards that interventions will meet. - Follow-up On Held-Over SST Cases Data Collection: **See continuous throughout the year Professional Development: **See continuous throughout the year - System-Wide Professional Learning	- College Awareness Month (October) planning - Red Ribbon Week planning (October) - Plan on Annual Administrative Conference Data Collection: **See continuous throughout the year Professional Development: **See continuous throughout the year - PDP Due
October	November	December
Direct Services: **See continuous throughout the year Indirect Services: **See continuous throughout the year - Annual Administrative Conference Program Planning: **See continuous throughout the year - Small group preparation (permission slips, pre/post test creation, lesson plans, organization of group) - Schedule a meeting for the Annual Administrative Conference - Begin planning for the fall Advisory Council - Plan and develop interventions for students targeting in annual outcome goal. - Finalize pre/post test assessing the selected student standards - Military Connected Event Planning (November) - Purple Star application begins - Submit 25-26 Student Services PLC Goal & Interventions	Direct Services: **See continuous throughout the year - Begin services for the student group targeted in the PLC outcome goal - Begin other data-driven small groups (at least 1) - Acknowledgement of Service Connected/ Military Families/ Anything Military Related events Indirect Services: **See continuous throughout the year 504 Progress monitoring & begin ROA review - Hold the fall advisory council meeting - Increase in SST referrals and meetings Program Planning: **See continuous throughout the year - Continue small group preparation (permission slips, pre/post test creation, lesson plans, organization of group) - Holiday support planning with SW for students/families in need. - Purple Star application work continued	Direct Services: **See continuous throughout the year - Continue services for the student group targeted in the PLC outcome goal - Continue with other data-driven small groups (at least 1) Indirect Services: **See continuous throughout the year - SST Meetings Program Planning: **See continuous throughout the year - Purple Star application work continued - Holiday support planning with SW for students/families in need. Data Collection: **See continuous throughout the year - Pre/post-test implementation for annual outcome goal interventions Professional Development: **See continuous throughout the year

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Data Collection: <i>**See continuous throughout the year</i> - Review Q1 Grades, attendance, and discipline review for Student Outcome Goal - Review Q1 Grades, attendance, and discipline review to determine needs for other small groups - Fall use of time tracking Professional Development: <i>**See continuous throughout the year</i> - System-Wide Professional Learning	Data Collection: <i>**See continuous throughout the year</i> - Small group pre/post test - Pre/post-test implementation for annual outcome goal interventions Professional Development: <i>**See continuous throughout the year</i> - NCSCA Conference (must request to go)	
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January	February	March
Direct Services: <i>**See continuous throughout the year</i> - Continued implementation of the interventions for the annual outcome goal Indirect Services: <i>**See continuous throughout the year</i> - SST: Possible Retention Letters/Referrals/ Meetings Program Planning: <i>**See continuous throughout the year</i> - National School Counseling Week activities (February) - Plan out your career months activities (February) - Purple Star application DUE Data Collection: <i>**See continuous throughout the year</i> - Calculate and review outcome goal data and student mindset/behavior standards data from the fall semester interventions.	Direct Services: <i>**See continuous throughout the year</i> - Continued implementation of the interventions for the annual outcome goal - CTE/Career Month Activities Indirect Services: <i>**See continuous throughout the year</i> - SST: Possible Retention Letters/Referrals/ Meetings Program Planning: <i>**See continuous throughout the year</i> - Planning visit to Middle School/5th Grade Registration - SEL Week planning (March) - Spring direct service planning Data Collection: <i>**See continuous throughout the year</i> - Review Q2-Q3 data for spring interventions Professional Development: <i>**See continuous throughout the year</i>	Direct Services: <i>**See continuous throughout the year</i> - Visit to Middle School/5th Grade Registration - SEL Week Activities - Continued implementation of the interventions for the annual outcome goal - Continue other data-driven planned direct services Indirect Services: - SST: Possible Retention Letters/Referrals/ Meetings 90-Day Deadline for EC Referrals Program Planning: <i>**See continuous throughout the year</i> - Begin planning for Month of the Military Child activities Data Collection: <i>**See continuous throughout the year</i>

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Professional Development: <i>**See continuous throughout the year</i>	• System-Wide Professional Learning • NSCW Celebration	<i>**See continuous throughout the year</i>
April	May	June
Direct Services: <i>**See continuous throughout the year</i> • Begin ending the implementation of the interventions for the annual outcome goal • Begin ending other data-driven planned spring semester direct services • Month of the Military Child activities Indirect Services: <i>**See continuous throughout the year</i> Program Planning: <i>**See continuous throughout the year</i> • Begin planning for the Spring Advisory Council • Begin working on the PLC Outcome goal final presentation Data Collection: <i>**See continuous throughout the year</i> • Review intervention data for both PLC goals and spring interventions • Start tracking SST referrals that will be carried over to next year. • Spring Use of Time Tracking Professional Development: <i>**See continuous throughout the year</i>	Direct Services: <i>**See continuous throughout the year</i> Indirect Services: <i>**See continuous throughout the year</i> • Transfer of Records: SST/Section 504/ Cumulative Folders Program Planning: <i>**See continuous throughout the year</i> • Attendance Policy Process • Failure notification letters • Appeal process • communication with teachers and the data manager • Finalize PLC Outcome goal presentation Data Collection: <i>**See continuous throughout the year</i> • Final calculation and review of outcome goal data and student mindset/behavior standards data from the spring semester and yearlong interventions. Professional Development: <i>**See continuous throughout the year</i>	Direct Services: <i>**See continuous throughout the year</i> Indirect Services: <i>**See continuous throughout the year</i> • Meet with building administration to review year's accomplishments and plan for next year. Program Planning: <i>**See continuous throughout the year</i> • Submit the PLC Outcome goal presentation Data Collection: <i>**See continuous throughout the year</i> Professional Development: <i>**See continuous throughout the year</i>