



Annual Calendar Template



School: Cabarrus Early College of Technology

Academic Year: 2023 -2024

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

Color Code: [Classroom Lessons](#), [Small Groups](#)

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	<ul style="list-style-type: none"> • Individual Counseling (Academic/Career/Social Emotional) • College and Career Advisement • Screening Students for Small Groups • Academic Advisement Sessions (transcript review, graduation requirements, pathway review) • Student Check-Ins - As Needed • Crisis Counseling - As Needed • Return to Learn Transitions and Support • Advertising/Collecting Scholarships 	<ul style="list-style-type: none"> • Participation in Parent/Teacher Conferences • 9th Grade Level Meetings (M+W) • 10th Grade Level Meetings (T+Th) • SISP (Specialized Instructional Support Personnel) Meetings (once a month) • Academic Probation Meetings • College Representative Visits • Career Visits • Home Visits - As Needed • Collaboration with Rowan-Cabarrus Community College Liaison • Counseling Referrals • Latine Student Organization Advisor • Peer Mentor Support 	<ul style="list-style-type: none"> • School Improvement Team Meetings • Staff Meetings • Monthly School Counselor District Meetings/PLC • Grade Monitoring • Quarterly High School MTSS Meeting
July			<ul style="list-style-type: none"> • ASCA (American School Counselor Association) Annual Conference • School Counseling Program Planning
August	<ul style="list-style-type: none"> • Meet the Counselor Introduction (all grade levels) • Title: What you need to know about College 		<ul style="list-style-type: none"> • Transcript Reviews • RISE Conference Professional Development • SIT Meeting - August 29, 2023 • SISP Meeting - August 31, 2023

Updated, June 2021

	<ul style="list-style-type: none"> ○ Topic: College (fit, programs, tuition, etc) ○ Senior Seminar -August 18, 2023 ● Title: S.M.A.R.T. Goals <ul style="list-style-type: none"> ○ Topic: Goal Setting ○ August 23, 2023 ○ Freshman Seminar ● Senior Parent College Presentation -August 8th, 2023 		
September	<ul style="list-style-type: none"> ● Peer Mentor Training - September 8, 12,13, 2023 ● 9th Grade FOCUS Night - September 14, 2023 	<ul style="list-style-type: none"> ● College Recommendation Letters ● Common App/CFNC School Profile and Transcripts ● UNCC Rep Visit - September 20, 2023 	<ul style="list-style-type: none"> ● SIT Meeting - September 26, 2023 ● District School Counselor Meeting /PLC - September 14, 2023 ● 504 Training
October	<ul style="list-style-type: none"> ● College Application Week Help - October 18, 19, 20, 2023 ● Panorama Student Feedback 10th Grade - October 20, 2023 ● Title: 9th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources ○ Meeting Time: Mondays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: 10th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources 	<ul style="list-style-type: none"> ● District Wide Futures Fair (College, Career, Military Fair) - October 16, 2023 ● District Wide Financial Aid Night - October 3, 2023 ● Prospective Student Night - October 30, 2023 ● College Recommendation Letters ● Common App/CFNC School Profile and Transcripts ● UNCG Rep Visit - October 17, 2023 	<ul style="list-style-type: none"> ● PSAT - Proctor- October 27, 2023 ● SIT Meeting - October 24, 2023 ● Cab Tech Staff Meeting - October 10, 2023 ● District School Counselor Meeting /PLC - October 12, 2023

	<ul style="list-style-type: none"> ○ Meeting Time: Wednesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Panorama Student Feedback 9th Grade - October 30, 2023 ● 10th Grade FOCUS Night - October 12, 2023 		
November	<ul style="list-style-type: none"> ● Title: 9th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources ○ Meeting Time: Mondays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: 10th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources ○ Meeting Time: Wednesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Freshman MOT (Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Freshman Seminar 	<ul style="list-style-type: none"> ● College Recommendation Letters ● Common App/CFNC School Profile and Transcripts ● Michigan Tech Rep Visit - November 1, 2023 ● ECU Rep Visit - November 7, 2023 ● Marines Rep Visit - November 16, 2023 	<ul style="list-style-type: none"> ● SIT Meeting - November 27, 2023 ● PreACT - November 3, 2023 ● NCSCA - November 8, 9, 10 ● School Counseling Advisory Council - November 15, 2023 ● FAFSA LinebyLine November 30, 2023

	<ul style="list-style-type: none"> ● Sophomore MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Sophomore Seminar 		
December	<ul style="list-style-type: none"> ● Title: 9th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources ○ Meeting Time: Mondays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: 10th Grade Academic Success Small Group <ul style="list-style-type: none"> ○ Topic: Mindset, Study Skills, Organization, Time Management, Advocacy, Resources ○ Meeting Time: Wednesdays during AL (Academic Lab) 10:30 am - 11:00 am ● De-Stress Fest December 4 - 8 <ul style="list-style-type: none"> ○ Lunch 12:00 pm - 1:00 pm 	<ul style="list-style-type: none"> ● College Recommendation Letters ● Common App/CFNC School Profile and Transcripts 	
January	<ul style="list-style-type: none"> ● Title: Understanding Your Pre-ACT Score Report <ul style="list-style-type: none"> ○ Topic: Receiving and Reviewing Pre-ACT Score Report ○ Sophomore Seminar - January 18th, 2024 	<ul style="list-style-type: none"> ● College Recommendation Letters ● Common App/CFNC School Profile and Transcripts - Mid Year Reports ● CFNC FAFSA Virtual Senior Presentation Jan 10, 2024 	<ul style="list-style-type: none"> ● SIT Meeting - January 29, 2024 ● District Wide Financial Aid Night - January 25, 2024 ● HS MTSS Meeting - January 4, 2024 ● End of Semester Transcript Audits ● SECU Scholarship Meeting January 22, 2024

	<ul style="list-style-type: none"> ● Freshman MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Freshman Seminar ● Sophomore MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Sophomore Seminar ● Title: Life After High School Small Group <ul style="list-style-type: none"> ○ Topic: Exploring Postsecondary Options ○ Meeting Time: Tuesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: College Bootcamp Small Group <ul style="list-style-type: none"> ○ Topic: College Preparation and Planning ○ Meeting Time: Fridays during lunch (12:00 pm - 1:00 pm) 		<ul style="list-style-type: none"> ● District School Counselor Meeting PLC Jan 7, 2024
February	<ul style="list-style-type: none"> ● Freshman MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Freshman Seminar ● Sophomore MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress 	<ul style="list-style-type: none"> ● College/Scholarship Recommendation Letters ● Common App/CFNC School Profile and Transcripts 	<ul style="list-style-type: none"> ● Proctor ACT - February 29, 2024 ● District School Counselor Meeting /PLC - February 8, 2024

	<ul style="list-style-type: none"> ○ Sophomore Seminar ● Title: Life After High School Small Group <ul style="list-style-type: none"> ○ Topic: Exploring Postsecondary Options ○ Meeting Time: Tuesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: College Bootcamp Small Group <ul style="list-style-type: none"> ○ Topic: College Preparation and Planning ○ Meeting Time: Fridays during lunch (12:00 pm - 1:00 pm) ● 11th Grade FOCUS Night - February 13, 2024 		
March	<ul style="list-style-type: none"> ● Title: Escape the Stress: Journey to Balance <ul style="list-style-type: none"> ○ Topic: Stress Management ○ Freshman Seminar - March 20, 2024 ● Freshman MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Freshman Seminar ● Sophomore MOT(Motivational and Organization Time) <ul style="list-style-type: none"> ○ individual check-in with students to monitor academic progress ○ Sophomore Seminar 	<ul style="list-style-type: none"> ● College/Scholarship Recommendation Letters ● Common App/CFNC School Profile and Transcripts 	<ul style="list-style-type: none"> ● SIT Meeting - March 25, 2024 ● District School Counselor Meeting /PLC - March 14, 2024

	<ul style="list-style-type: none"> ● Title: Life After High School Small Group <ul style="list-style-type: none"> ○ Topic: Exploring Postsecondary Options ○ Meeting Time: Tuesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: College Bootcamp Small Group <ul style="list-style-type: none"> ○ Topic: College Preparation and Planning ○ Meeting Time: Fridays during lunch (12:00 pm - 1:00 pm) ● 12th Grade FOCUS Night - March 19, 2024 		
April	<ul style="list-style-type: none"> ● Title: Junior Jumpstart <ul style="list-style-type: none"> ○ Topic: College Application Process ○ Junior Seminar - April 17, 2024 ● Title: Life After High School Small Group <ul style="list-style-type: none"> ○ Topic: Exploring Postsecondary Options ○ Meeting Time: Tuesdays during AL (Academic Lab) 10:30 am - 11:00 am ● Title: College Bootcamp Small Group <ul style="list-style-type: none"> ○ Topic: College Preparation and Planning ○ Meeting Time: Fridays during lunch (12:00 pm - 1:00 pm) 	<ul style="list-style-type: none"> ● College/Scholarship Recommendation Letters ● Common App/CFNC School Profile and Transcripts ● 10th Grade College Visits (WCU, UNCA) ● Marine Rep Visit - April 3, 2024 	<ul style="list-style-type: none"> ● SIT Meeting - April 29, 2024 ● HS MTSS Meeting - April 4, 2024 ● MTSS/FAM-S - April 29, 2024 ● NCSCA Southwest Region Workshop -April 26, 2024

May	<ul style="list-style-type: none"> ● Title: Mastering Test Preparation: A roadmap to Success <ul style="list-style-type: none"> ○ Topic: Test Preparation ○ Freshman Seminar - May 6, 2024 ● De-Stress Fest May 6 - 10 <ul style="list-style-type: none"> ○ Lunch 12:00 pm - 1:00 pm ● Graduation - May 18, 2024 	<ul style="list-style-type: none"> ● College/Scholarship Recommendation Letters ● Common App/CFNC School Profile and Transcripts -Final Reports ● Luau Class of 2026 ● Senior Banquet Support 	<ul style="list-style-type: none"> ● SIT Meeting - May 20, 2024 ● Transcript Audit ● Scholarship Award Collection
June			<ul style="list-style-type: none"> ● School Counseling Program Planning ● Transcript Audit