

July 2024	August 2024	September 2024
<p>Setting up the School Year</p> <p><u>Dates to Remember</u> Reporting Date: 7/29 Beginning of Year Counselor Meeting: 7/29</p> <p><u>Indirect Student Services/Program Planning</u> -Set up office and gather needed materials and supplies(post hours on website) -Admin Agreement and CARE/SST Schedule Due 8/23 -SAP Coordination</p> <ul style="list-style-type: none"> ▪ Prepare SAP presentation and paperwork for staff ▪ Create confidential lists for teachers of students in their class who have: SST, 504, BIP, etc...and provided needed support plans ▪ Review class lists and collaborate with teachers ▪ Review available student data and plan accordingly ▪ Gather resources and community referral information ▪ Set up Tier 1 Programs and school-wide incentives ▪ Attendance Lists: Reach out to families of students who may need encouragement to attend school, Attendance Incentive program ▪ 2nd Pre-Annual Admin Agreement ▪ Schedule Annual Admin Agreement <p>-Community collaboration to set up parent coffee hours and site services -Schedule Core Curriculum time with Teachers and share teaching calendar monthly <u>-Advisory Council-</u> explain during staff meeting and ask for committee members -Collaborate with Principal and leadership team about any areas of focus for the year</p> <ul style="list-style-type: none"> ○ PBIS plan, School climate review, Discipline data review, Schedule Data Days, Advisory Council <p>Calendar events for the year</p> <ul style="list-style-type: none"> ○ Core Curriculum ○ Staff PD- 3 per year ○ Parent PD- 1 per Domain ○ Small Groups 1 per trimester ○ 20 CARE Team Meetings (2x per month) ○ District Initiatives ○ Meetings and trainings and Assemblies 	<p>Character Trait: Guidelines for Success (PBIS) Attendance Days - 22</p> <p><u>Dates to Remember</u> First Day of school: 8/1 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> Core Curriculum Lessons- MTSS Tier 1 Counselor Intro Lesson in ALL Classes (1st and 2nd week) <u>K-2 Bullying Prevention Second Step Lessons (SEL CORE)</u> K Lesson 1: Recognizing Bullying 1 Lesson 1: Recognizing Bullying 2 Lesson 1: Recognizing Bullying <u>6-8 Second Step Lessons (SEL CORE)</u> 7 Bully Unit/Lesson 1 What is Harassment 8 Unit 1/Lesson 3 My Interests and Strengths</p> <p>Intentional Counseling Lessons and Services- MTSS Tier 2 Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings</p> <p>Responsive Services - MTSS Tier 3</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Counselor Introduction in the classrooms <ul style="list-style-type: none"> ○ Roles of the School Counselor, Confidentiality, How to request help, Reporting Procedures: See Something. Say Something, PBIS Behavior expectations - Annual Admin Agreement Due 8/23 - School Counseling Bulletin Board - STAR Billing - Parent coffee hour - Start CARE/SAP process for those who need follow up from year before /Staff PD - Collaborate with teachers - New Student orientations - Scheduling Core Curriculum - Monthly Data Report Due by 8th of each month - Set up K-2 students on Sparks and 3-8 on Xello - School Counselor Small Groups-1 per trimester - Create/share school site counselor calendar 	<p>Character Trait: Caring Attendance Days - 18</p> <p><u>Dates to Remember</u> No School- 9/2 Monthly Counselor Meeting: 9/5 Non Contact Day - 9/19-20 Data Day- (site scheduled) Monthly Data Report due by 8th</p> <p><u>Direct Student Services</u> Core Curriculum Lessons- MTSS Tier 1 <u>3-5 Bullying Prevention Second Step Lessons (SEL CORE)</u> 3 Lesson 1: Recognizing Bullying 4 Lesson 1: Recognizing Bullying, Report & Refuse 5 Lesson 1: Recognizing Bullying, Report & Refuse <u>6-8 Second Step Lessons (SEL CORE)</u> 6 Bully Unit/Lesson 3 Responding to Online Bullying 7 Signs of Suicide (SOS) Lesson 8 Bully Unit/Lesson 1 Social Factors that Contribute to Bullying</p> <p>Intentional Counseling Lessons and Services- MTSS Tier 2 Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 1)</p> <p>Responsive Services - MTSS Tier 3 SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Bulletin Boards - CARE/SAP - Start identifying students for 1st round of Counseling small groups - Parent coffee hours - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Monthly Data Report Due by 8th of each month <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> ○ Yellow Ribbon Campaign (Suicide Prevention) ○ Attendance Awareness month

October 2024	November 2024	December 2024
<p align="center">Character Trait: Respect Attendance Days - 18</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting- 10/3 Fall Break- 10/7-10/11 Trimester 1 Ends- 10/31 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <u>3-5 Second Step Lessons (Academic CORE)</u> 3 Unit 1/Lesson 1 Changing Your Brain 4 Unit 1/Lesson 1 Setting a Good Goal 5 Unit 1/Lesson 1: The Right Goal for Me <u>6-8 Second Step Lessons (Academic CORE)</u> 6 Unit 1/Lesson 2 How to Grow Your Brain 7 Unit 1/Lesson 3 Learning from Mistakes and Failure <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 1) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Bulletin Boards - SAP/CARE – Reminder out to teachers for Retention Guidelines - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Small groups- 1 per trimester - Monthly Data Report Due by 8th of each month <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> o Red Ribbon Week o Unity Day (Anti-Bullying)- o Breast Cancer Awareness month o KCRA Kids Can food Drive starts o School Safety Month 	<p align="center">Character Trait: Tolerance Attendance Days - 14</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 11/7 NO School- 11/1 and 11/11 Thanksgiving Break- 11/25-11/29 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <u>K-2 Second Step Lessons (Academic CORE)</u> K Unit 1/Lesson 1 We Watch We Listen We Think 1 Unit 1/Lesson 1 Time to Pay Attention 2 Unit 1/Lesson 1 How to Get Good at Something <u>6-8 College & Career Lessons (CORE)</u> <u>8 College and Career Lesson</u> <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 2) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o if student is at risk for retention teachers must make comments on 1st Trimester report card to indicate this - Close out Counseling small groups (round 1) and prepare for round 2 - Invite 8th grade Small School Visit - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Monthly Data report Due by 8th of each month <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> o SUSD is Bully Free month o See something. Say something. o KCRA Kids Can food Drive 	<p align="center">Character Trait: Citizenship Attendance Days - 15</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 12/5 Winter Break- 12/23-1/2/25 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 2) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o Prepare Retention letters, teachers contact parents, set up SST dates - Counseling small groups (round 2) - Invite 8th grade Small School Visit - Parent coffee hour - Collaborate with teachers - New Student orientations - Scheduling - Monthly Data Report Due by 8th of each month <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> o Kids taking care of kids o KCRA Kids Can food Drive

January 2025	February 2025	March 2025
<p>Character Trait: Responsibility Attendance Days - 18</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 1/9 Non Contact Day- 1/24 No School-1/20 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <u>6-8 College & Career Lessons (CORE)</u> <u>6 College and Career Lesson</u> <u>7 College and Career Lesson</u> <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 2) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o Retention paperwork is due & should be sent home prior to the 90th day of school o Retention SSTs - Close out Counseling groups (round 2) and prepare for round 3 - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Scheduling - Monthly Data Report Due by 8th <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> o High School Registration (College Readiness) o Martin Luther King Jr. Day (Diversity) 	<p>Character Trait: Kindness Attendance Days - 18</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 2/6 NO School-2/10 & 2/17 National School Counselor Week Feb 3-7 Trimester 2 Ends- 2/21 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <u>3-5 College & Career Lessons (CORE)</u> 3 C&C Lesson -Xello (Mission: Interests) 4 C&C Lesson -Xello (Mission: Skills) 5 C&C Lesson -Xello (Mission: Learning and Future Success) <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 2/3) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Pre- Reg 8th Grade to High Schools - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o Retention SSTs - Counseling groups (round 3) - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Scheduling - Monthly Data Report Due by 8th <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> - Acts of Kindness <ul style="list-style-type: none"> o No One Eats Alone Day (2/14) o Focus on Anti-bullying again o National School Counselor week time to brag about counseling ☺ 	<p>Character Trait: Self-Control/Effort Attendance Days - 16</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 3/13 SPRING Break- 3/17-3/21 Data Day- (site scheduled)</p> <p><u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> <u>K-2 College & Career Lessons (CORE)</u> K C&C Lesson -Sparks 1 C&C Lesson -Sparks 2 C&C Lesson -Sparks</p> <p>Advisory Lessons (Can be used as restorative circle prompts) <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 3) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - State Testing prep - Goal setting (how to make your own luck) - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o Retention SSTs - Counseling groups (round 3) - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Scheduling - Monthly Data report due by 8th <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> o Cultural Awareness Week (March 3-7) o WhiteOUT Day- 3/26

April 2025	May 2025	June 2025
<p>Character Trait: Trustworthiness Attendance Days - 21</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 4/3 No School-4/18 Data Day- (site scheduled) <u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> Example Lesson that can be given: Advisory Lessons (Can be used as restorative circle prompts) Test taking skills Coping Skills Self Regulation Emotion Management</p> <p><i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 3) <i>Responsive Services - MTSS Tier 3</i> SSTs</p> <p><u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Continue State Testing prep - Bulletin Boards - SAP/CARE <ul style="list-style-type: none"> o Retention SSTs - Close out Counseling groups (round 3) - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Schedule last Advisory Committee Meeting - Monthly Data Report Due by 8th - Schedule Pre-Annual Admin Agreement <p><u>Events/Initiatives</u></p>	<p>Character Trait: Fairness Attendance Days -20</p> <p><u>Dates to Remember</u> Monthly Counselor Meeting: 5/1 Last day of school- 5/29 Last Contract day- 5/30 Data Day- (site scheduled) <u>Direct Student Services</u> <i>Core Curriculum Lessons- MTSS Tier 1</i> Example Intentional Lessons that can be given: Advisory Lessons (Can be used as restorative circle prompts) Mental Health Awareness (Stress, Depression, etc.) Elementary Lesson Toolkit (K-5) Middle School Lesson Toolkit (6-8) <i>Intentional Counseling Lessons and Services- MTSS Tier 2</i> Using Tier 2 data elements- https://bit.ly/susdtier2 Closing the Gap CARE Meetings Small Group (Session 3) <i>Responsive Services - MTSS Tier 3</i> SSTs- Check CUMS to be sure SSTs are included <u>Indirect Student Services/Program Planning</u></p> <ul style="list-style-type: none"> - Teacher Appreciation Month - Review behavior expectations for end of the year - Bulletin Boards <ul style="list-style-type: none"> o SAP/CARE (Final Retention SSTs) - Parent coffee hour - Attendance Priority List- check-ins - Collaborate with teachers - New Student orientations - Scheduling - Promotion ceremony - Close out SAP info and organize - End of year report - Collaborate with teachers - Monthly Data Report Due by 8th - Pre-Annual Admin Agreement <p><u>Events/Initiatives</u></p> <ul style="list-style-type: none"> - Teacher Appreciation - Mental Health Awareness Week 	<p>Character Trait: RELAX Have a great SUMMER!!</p> <hr/> <p>Resources: HS Counselor Google Drive: https://goo.gl/7XQnVR K-8 Counselor Google Drive: Hatching Results LiveBinder: (access key: Stockton) www.hatchingresults.com ASCA Mindsets & Behaviors: https://bit.ly/SUSDASCAMindsets PLUS Dropbox https://goo.gl/rBBA9p SAP/PBIS Toolbox https://goo.gl/394OOi Character Traits https://goo.gl/14jh44 WhiteOut Tobacco Day: https://goo.gl/a3CZyp Great Kindness Challenge: https://goo.gl/TMGiUa Unity Day: https://goo.gl/tyh50r Red Ribbon Week: https://goo.gl/FkUVGR Bullying Prevention https://goo.gl/Co1777 <u>Second Step</u> <u>Advisory Committee Template</u> Annual Admin Conference <u>Pre Post folder</u> 2021-2022 SUSD School Counseling Program Handbook 2022-2023 SUSD School Counseling Program Handbook</p>