



Annual Calendar Template

School: Middle Creek High School 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

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	Registration of New Students Monthly check-ins with counselors/administrators with at-risk students for grades and attendance	Parent/Teacher/Student conferences as needed 504 Plan Coordinators 504 Initial Plan Development	Morning Duty for Gillespie, Carpenter, Coley, and Trammel (daily fair share) Lunch Duty for Scoggins and Ruggiero (daily fair share)
August	14: Mustang Ambassador Group Meeting 11:00 am, Media Center 15: Freshman Orientation 8:00 am Middle Creek High School Commons 15: Upperclassmen Orientation 11:30 am Media Center 25: Neighborhood Visits 9-11 am Green Spring Valley; 12-2 pm Schenley Square	15: Freshman Parent Meetings 9:00 am Auditorium, 6:00 pm Virtually 22: Wake County Public School System Counseling and Student Services Kickoff (all day) Apex Friendship High School 22: WCPSS Dean's Professional Learning Community Meeting, High School PLC Meeting, School Assistance Program Counselor (Social Worker) PLC Meeting 11:00 am 18-9/1: Schedule Changes (ongoing)	Scholarship Nominations (Morehead-Cain) Website updates Canvas Classroom Updates for each counselor
September	7: Meet the Teacher Night 6:30 pm, MCHS 11: Harvard Consortium College Night 6:00 pm, MCHS Auditorium 20: Senior Info Meeting/Financial Aid Night, 6-7 pm, MCHS Auditorium 9/19-10/3: Senior Meetings and Mid-Year Grad Meetings (ongoing) Off-Cohort student scheduling and check-ins (ongoing)	7: WCPSS HS PLC Meeting 8:30 am 14: WCPSS SAP PLC Meeting 8:30 am 20: WCPSS Dean's PLC Meeting 8:30 am 28: Staff Safety Training taught by Dean and SAP Counselor during planning periods	25: Senior Rank Updated AP Test Registration for Fall Semester (ongoing) Senior College Application Recommendations (ongoing)
October	13: Principal's Student Advisory Board (Gillespie co-facilitates) 9:00, Media Center	3: Spanish Parent Night 6:00 pm, Media Center	5: Advisory Council 9:00 am, Room 101A 24: PSAT Testing

	16-20: College Foundation of North Carolina College App Week Lunch and Learn 17: College Residency Determination Service On-Site Help 10:30-12:45 18: Mustang Moments: Mindful Coloring, Crafting for a Cause, Empathic Listening, and Counselor's Corner, 8:45-9:15 18: College App Help Sessions 10:30-12:45 19: Wake Tech On-Site App Help Sessions 9:00 and 1:00 25: Junior Parent Night/College Panel 6:00 pm, Auditorium 10/30-11/3: Signs Of Suicide Lessons and Screenings for Grade 9, 12	12: WCPSS HS PLC Meeting 8:30 am 18: WCPSS Dean's PLC Meeting 8:30 am 19: WCPSS SAP PLC Meeting 8:30 am	Completion of College Recommendations Governor's School Nominations Submit Fall 22 Credit Diploma Requests to District Senior College Application Recommendations (ongoing)
November	11/2-11/17: Freshman Small Group Meetings Interventions for First Quarter Failures 14: Academic Recovery Day 2:30-4:30, Media Center 29: Mustang Moments: Mindful Coloring, Crafting for a Cause, Empathic Listening, and Counselor's Corner, 8:45-9:15	9: WCPSS HS PLC Meeting 8:30 am 15: WCPSS Dean's PLC Meeting 8:30 am 16: WCPSS SAP PLC Meeting 8:30 am 16: Freshman Parent Meeting 6:00 PM, Media Center	14: PreACT Testing Senior College Application Recommendations (ongoing)
December	7: Graduate 2025 Small Group 9:00 am, 101A 8: Mid-Year Graduate Meeting, 9:00 am 12: Academic Recovery Day, 6:30-7:15 am, 2:30-4:00 pm 12/18-12/20: Human Trafficking Lessons and Screenings Grade 9	13: WCPSS High School Registration Meeting 9:00 am 14: WCPSS SAP PLC Meeting 8:30 am Holiday Families Fund Drive	
January	9: Graduate 2025 Small Group 1:00, 101A 25: Mid-Year Graduation, 6:30, Auditorium 30: Spotlight on Students Celebration at Wake County Public School System Board Meeting, 6:00 pm	4: WCPSS HS PLC Meeting 8:30 am 10: WCPSS Dean's PLC Meeting, 8:30 am 11: WCPSS SAP PLC Meeting 8:30 am	Schedule changes, restarts, and credit recovery for change from fall to spring semester (ongoing)
February	8-21: Sophomore Class Visits 9: Principal's Student Advisory Board (Gillespie co-facilitates) 7:25, Media Center 13: Graduate 2025 Small Group 9:00 am, 101A	8: Spring Meet the Teacher, 6:00 pm 8: WCPSS School Counselor Celebration 8:00 am, NCSU McKimmon Center 21: WCPSS Dean's PLC Meeting 8:30 am	AP Test Registration for Spring Semester Mid-Year Rank and Senior Reports

	<p>22: Curriculum Night for 24-25, 6:00</p> <p>27: ACT Test, all day</p> <p>28: Mustang Moments: Mindful Coloring, Crafting for a Cause, Empathic Listening, and Counselor's Corner, 8:45-9:15</p>		
March	<p>13: Mustang Moments: Mindful Coloring, Crafting for a Cause, Empathic Listening, and Counselor's Corner, 8:45-9:15</p> <p>20: Career and College Promise Dual Enrollment Information Meeting for Students, 7:25 am</p> <p>22: Graduate 2025 Small Group 1:00 pm, 101A</p> <p>2/27-3/23: Course Registration for 2024-2025</p>	<p>7: WCPSS SAP PLC Meeting 8:30 am</p> <p>14: WCPSS HS PLC Meeting 8:30 am</p> <p>20: WCPSS Dean's PLC Meeting 8:30 am</p>	<p>1: Scholarship Committee Meeting for State Employees Credit Union People Helping People \$10,000 Scholarship, 2:30 pm</p> <p>Submit Spring 22 Credit Diploma Requests</p>
April	<p>3: Mustang Moments: Mindful Coloring, Crafting for a Cause, Empathic Listening, and Counselor's Corner, 8:45-9:15</p> <p>5: Hispanic Education Summit Field Trip, North Carolina State Univ. McKimmon Center, 8:00-1:00</p> <p>22: Sophomore Parent Meeting/Three Year Graduate Meeting 6:00 pm, Media Center</p> <p>15-26: Signs of Suicide Presentations and Screenings for 9,12</p> <p>24: Junior Meetings during Mustang Moments</p> <p>Check-ins with seniors at-risk of not graduating (ongoing)</p>	<p>11: Spring Senior Parent Meeting, 6:00 pm virtual</p> <p>18: WCPSS HS PLC Meeting 8:30 am</p> <p>17: WCPSS Dean's PLC Meeting 8:30 am</p> <p>24: WCPSS SAP PLC Meeting 8:30 am</p>	<p>26: Advisory Council Meeting, 9:00 am room 101A in Media Center</p> <p>Clean-up course selections for 24-25 school year (ongoing)</p>
May	<p>1: Spring College Application Day 8:00 am, Media Center</p> <p>6-17: AP Testing</p> <p>21: Human Trafficking Lessons and Screenings, grade 9</p> <p>29: Principal's Student Advisory Board (Gillespie co-facilitates) 10:30, Media Center</p> <p>30: Senior Awards Night, 6:30, MCHS Gymnasium</p>	<p>Mustang Award Nominations and Voting (ongoing)</p> <p>Scholarship Committee Voting (ongoing)</p>	<p>Senior Survey of Postsecondary plans (ongoing)</p> <p>Clean up course selections for 24-25 school year (ongoing)</p>

	Check-ins with seniors at-risk of not graduating (ongoing)		
June	1: Senior Makeup Day 11: Graduations Rehearsal, 11:30 am, Memorial Auditorium 13: Graduation Ceremony, 12:00 pm, Memorial Auditorium	19: WCPSS Dean's PLC Meeting 8:30 am	Restart failed courses in course selections Check Final Transcripts and Create Retention List Contact students needing summer school