School Counselor Annual Calendar

School: **Center for Knowledge and Center for Knowledge North** Academic Year: **2026-2027**

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

**Working Doc that I will add to as things are implemented! 🙂

Month	Delivering		Program Planning and School Support *(Defining, Managing, Assessing, Fair-Share Responsibilities)*
	Direct Student Services Activities *(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)*	**Indirect Student Services Activities** *(Significant collaborations, leadership and advocacy activities)*	
Ongoing Services	- Wellness Lead: Wellness Wednesday email/newsletter, monthly activities - Families Character Education program lead	- IAT Organizer & Director of Meetings - Faculty Meetings - Monthly Geo-Group meetings - Monthly elementary School Counselors meetings - Referrals to outside agencies - PD and trainings - PLC sit-ins with teachers - Membership Team Member	- Morning and afternoon duty (4 days per week) - Cafeteria pop-ins and conversations with students
August	- Classroom lessons (introduction to the school counselor) - Individual counseling - Crisis response - Core Knowledge & Curriculum Night	- PD: District Convocation - PD: ADEPT - District In-Service - IAT Meeting - Faculty Meeting - CDF Planning (Kimberly Huntley) - LSS Monthly Meeting	- Morning and afternoon duty (4 days per week) - Cafeteria pop-ins and conversations with students - Drills

		- Meetings with administration about watchlist from 2024-2025 school year - BTAM/Mandated Reporter Training - Monthly ES Counseling PD - Crisis Training - Weekly Leadership Meetings	
September	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - VIP Day - Literacy Night	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Family Intervention Services info meeting - Wellness Leads meeting - Care Solace Training - Lightspeed Alert procedures meeting - ASCA in 30 Meeting - Wellness Wednesday email - Families Character Education committee program planning - SCDE LEAD Cohort	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Updating Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
October	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Small groups - Unity Day - Red Ribbon Week	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - New to Two counselors meeting	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans

		- School Counselor and Career Development Workshop	
November	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Small groups - Veterans Day Assembly - Career Day	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - SCDE LEAD Cohort	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
December	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Small groups	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - Field study for SCDE LEAD Cohort	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
January	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Mock interviews with 5th graders with CDF (CFK) - International Week (CFK)	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - SCDE LEAD Cohort	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
February	- Classroom lessons - Individual counseling - Crisis response	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting	- Morning and afternoon duty (4 days per week) - Drills

	- Responsive services to student self-referrals and teacher referrals - Small groups - Acts of Kindness challenge - Math Curriculum Night - Leopard Ball	- Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - SCDE LEAD Cohort	- Cafeteria pop-ins and conversations with students
March	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Small groups -	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity - SCDE LEAD Cohort	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
April	- Classroom lessons (Erin's Law all grades) - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Small groups - Month of Military child - Field Day	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and calendar to share and inform stakeholders or program plans
May	- Classroom lessons - Individual counseling - Crisis response - Responsive services to student self-referrals and teacher referrals - Transition to middle school resources & activities	- IAT Meeting - Faculty Meeting - LSS Monthly Meeting - Weekly Leadership Meetings - Monthly ES Counseling PD - Wellness Leads meeting - Weekly Wellness Wednesday email & monthly activity	- Morning and afternoon duty (4 days per week) - Drills - Cafeteria pop-ins and conversations with students - Update Counselor's Corner website, monthly newsletter, and

			calendar to share and inform stakeholders or program plans - Facilitate or monitor state testing
June	- Classroom lessons (introduction to the school counselor) - Individual counseling - Crisis response	- End of year luncheon - Weekly Leadership Meetings	- Morning and afternoon duty (4 days per week) - Cafeteria pop-ins and conversations with students