



# SCHOOL COUNSELING

ADVOCACY. COLLABORATION. LEADERSHIP.

## Annual Calendar Template

School: Floyd Middle School School 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/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"> <li>• Individual Counseling</li> <li>• Crisis Counseling</li> <li>• Peer Mediation</li> <li>• Classroom Instruction</li> <li>• Small Groups</li> <li>• Closing-the-Gap Interventions</li> <li>• Student Advisement</li> <li>• Naviance Career Lessons</li> <li>• ES/MS and MS/HS Transitions</li> <li>• Sources of Strength Program</li> <li>• Dynamic Girls of Excellence Mentoring Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Consultation</li> <li>• RTI (Response to Intervention) Tier 3 Support</li> <li>• PBIS (Positive Behavioral Interventions and Supports) Team</li> <li>• Emails/ Phone calls</li> <li>• Promotion/ Retention Monitoring</li> <li>• Cobb County School District Vertical Team Meetings</li> <li>• Grade Level Meetings (Academic Coach, Teachers, Parents)</li> <li>• Ombudsman Support</li> <li>• Building Leadership Team</li> <li>• Enrichment Committee</li> <li>• Counselors, Social Worker, &amp; Psychologist, Communities in Schools Team Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly CCC Meetings</li> <li>• Grade Level Meetings</li> <li>• CSOS/504/RTI Maintenance</li> <li>• Outside Agency Referrals</li> <li>• Hospital Homebound</li> <li>• Lesson Planning</li> <li>• Cobb County School District Professional Learning Meetings</li> <li>• Faculty Meetings</li> <li>• Program Goals/ Results Reports</li> <li>• CSCCM Meetings</li> <li>• New Counselors Cohort Group</li> <li>• Testing Support</li> <li>• Incident Management Team</li> <li>• Hall Duty</li> </ul>
August	<ul style="list-style-type: none"> <li>• Meet the Counselors Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Accommodations to Teachers</li> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> <li>• RTI Tier 3 Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Training</li> <li>• Annual Program Needs Assessment</li> <li>• Middle School Best Practices Meeting</li> </ul>

			<ul style="list-style-type: none"> <li>• Cobb County School District All Counselor Meeting</li> <li>• CSCCM Meeting</li> <li>• Records Transfer</li> <li>• Local Care Team Meeting</li> <li>• Cobb County School District Vertical Team Meeting</li> <li>• Sources of Strength Training</li> </ul>
September	<ul style="list-style-type: none"> <li>• High School Magnet Program Lesson (Overview of school district's High School Magnet Programs and the application process)</li> <li>• Clark Atlanta University Trio Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• Conversations with the Counselors Parent Meeting</li> <li>• Panther PRIDE Initiative</li> <li>• MS/HS Curriculum Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Records Transfer</li> <li>• Annual Administrative Conference</li> <li>• Mentor/ Mentee Meeting</li> <li>• IOWA and COGAT Testing</li> <li>• New Counselors Cohort Group</li> <li>• Naviance Training</li> </ul>
October	<ul style="list-style-type: none"> <li>• High School Magnet Program Lesson (Overview of school district's High School Magnet Programs and the application process)</li> <li>• Clark Atlanta University Trio Meeting</li> <li>• School Wide Red Ribbon Week Activities</li> <li>• 8<sup>th</sup> Grade Classroom Lesson (Magnet Application Process)</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• PBIS Meetings</li> <li>• Conference Week</li> <li>• Panther PRIDE Initiative</li> <li>• Fall Counselor Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• PSAT Testing</li> <li>• Cobb County School District Vertical Team Meeting</li> <li>• CSCCM Meeting</li> <li>• New Counselors Cohort Group</li> <li>• Data Workshop</li> </ul>
November	<ul style="list-style-type: none"> <li>• High School Magnet Program Lesson (Overview of school district's High School Magnet Programs and the application process)</li> <li>• Pebblebrook Magnet Interest Meeting</li> <li>• Clark Atlanta University Trio Meeting</li> <li>• Sources of Strength Peer Leader Training</li> <li>• Naviance Career Lessons</li> <li>• 8<sup>th</sup> Grade Reality U Introduction Lesson</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• Panther PRIDE Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• CSCCM Meeting</li> <li>• Middle School Best Practices Meeting</li> </ul>
December	<ul style="list-style-type: none"> <li>• Naviance Career Lessons</li> <li>• Clark Atlanta University Trio Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• New Counselors Cohort Group</li> <li>• Reality U</li> </ul>

		<ul style="list-style-type: none"> <li>• RTI Tier 3 Meetings</li> <li>• Conversations with the Counselors Parent Meeting</li> </ul>	
January	<ul style="list-style-type: none"> <li>• Rising 9<sup>th</sup> Grade Registration Lesson</li> <li>• Clark Atlanta University Trio Meeting</li> <li>• Dynamic Girls Mentoring Lessons</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• Panther PRIDE Initiative</li> <li>• RTI Tier 3 Meetings</li> <li>• PBIS Meetings</li> <li>• National School Counseling Week</li> <li>• High School Registration Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Cobb County School District Counseling Professional Learning Day</li> <li>• CSCCM Meeting</li> <li>• Rising 9<sup>th</sup> Parent Informational Sessions</li> <li>• New Counselors Cohort Group</li> </ul>
February	<ul style="list-style-type: none"> <li>• Clark Atlanta University Trio Meeting</li> <li>• Dynamic Girls Mentoring Lessons</li> <li>• Rising 9<sup>th</sup> Grade Registration Lesson</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• PBIS Meetings</li> <li>• 8<sup>th</sup> Grade Articulation Road Shows</li> <li>• Panther PRIDE Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Middle School Best Practices Meeting</li> <li>• Rising 9<sup>th</sup> Parent Informational Sessions</li> <li>• ASIST (Applied Suicide Intervention Skills Training)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Naviance Career Lessons</li> <li>• Clark Atlanta University Trio Meeting</li> <li>• School Wide College &amp; Career Day</li> <li>• Rising 6<sup>th</sup> Grade Articulation</li> <li>• Dynamic Girls Mentoring Lessons</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• Panther PRIDE Initiative</li> <li>• Rising 6<sup>th</sup> Grade Parent and Student Night</li> </ul>	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> Grade Articulation</li> <li>• Cobb County School District Vertical Team Meeting</li> <li>• CSCCM Meeting</li> <li>• New Counselors Cohort Group</li> </ul>
April	<ul style="list-style-type: none"> <li>• Naviance Career Lessons</li> <li>• Dynamic Girls Mentoring Lesson</li> <li>• Clark Atlanta University Trio Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Meetings</li> <li>• RTI Tier 3 Meetings</li> <li>• Panther PRIDE Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• End of Grade Testing</li> <li>• CSCCM Meeting</li> </ul>
May	<ul style="list-style-type: none"> <li>• Naviance Career Lessons</li> <li>• Dynamic Girls Mentoring Lesson</li> <li>• Clark Atlanta University Trio Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 504 Meetings</li> <li>• PBIS Tier 1 and 2 Meetings</li> <li>• End of the Year Retention Discussions</li> <li>• Spring Counselor Advisory Council Meeting</li> <li>• Panther PRIDE Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• End of Grade Testing</li> <li>• Records Transfer</li> <li>• Closing the Gap Results Report</li> </ul>
June			