

## Concept 5/6 Program Calendar by Domain and Level/Program Delivery by Tier and System Support

### Monthly PreK- K Calendar

| Item<br>Month/Domain/Item   | Curriculum<br>all<br>students<br>(Tier 1) | Responsive<br>Prevention/<br>Intervention<br>(Tier 2) | Proactive<br>Individual<br>Academic/<br>Career<br>Planning<br>(Tier 3) | System<br>Support<br>/<br>Indirect<br>Delivery | Non-Counselor<br>Related |  |
|---|---|---|--|--|--------------------------|--|
| SEPTEMBER   |   |   |  |  |                          |  |
| Academic:   |   |   |  |  |                          |  |
| Sneak-A-Peek: Kindergarten Welcoming Day for parents & students     | X   |   |  |  |                          |  |
| PBIS Schoolwide kick-off assembly and lessons                       | X   |   |  | X  |                          |  |
| Coordinate Child Study Team & importing all early intervention data |   | X   |  | X  |                          |  |
| Back To School Night  | X   |   |  | X  |                          |  |
| Personal/Social:  |   |   |  |  |                          |  |
| Introductory Lesson- What is a school counselor? (PreK and K)       | X   |   |  |  |                          |  |
| Individual student support for transition to PreK and K             |   | X   | X  | X  |                          |  |
| Create visuals & behavior support charts for PreK and K students    |   | X   |  | X  |                          |  |
| Attend SAP meetings   |   | X   |  | X  |                          |  |
| Individual counseling   |   | X   | X  |  |                          |  |
| OCTOBER   |   |   |  |  |                          |  |
| Academic:   |   |   |  |  |                          |  |
| Attend and coordinate CST meetings including maintaining log        | X   | X   |  | X  |                          |  |
| Attendance monitoring and parents phone calls. meetings             |   | X   |  | X  |                          |  |
| Personal/Social:  |   |   |  |  |                          |  |
| Classroom lesson: Bullying prevention (K)                           | X   |   |  |  |                          |  |
| Review SWIS data  |   |   |  | X  |                          |  |
| Respond to student behavior needs and/or social-emotional needs     |   | X   |  | X  |                          |  |
| Review data collection to inform decision making for groups         |   | X   |  | X  |                          |  |
| Begin to coordinate holiday help and determine family needs.        |   |   |  | X  |                          |  |
| Attend SAP meetings   |   | X   |  | X  |                          |  |
| Individual counseling   |   | X   | X  |  |                          |  |
| NOVEMBER  |   |   |  |  |                          |  |
| Academic:   |   |   |  |  |                          |  |
| Parent-teacher conferences  | X   |   |  | X  |                          |  |
| Attendance monitoring and parent phone calls/meetings               |   | X   |  | X  |                          |  |
| Attend and coordinate CST meetings including maintaining log        | X   |   |  | X  |                          |  |
| re County School Counselor Association Conference                   |   |   | X  |  |                          |  |
|   |   |   |  |  |                          |  |

|  |   |   |   |   |  |  |
|--|---|---|---|---|--|--|
| re County School Counselor Association Conference            |   |   | X |   |  |  |
| <b>Personal/Social:</b>                                      |   |   |   |   |  |  |
| School-wide lesson: Kindness (PreK & K)                      | X |   |   |   |  |  |
| Coat drive   |   | X |   | X |  |  |
| Thanksgiving meal coordination and distribution              |   | X |   | X |  |  |
| Social skills groups   |   | X |   |   |  |  |
| Attend SAP meetings  |   | X |   | X |  |  |
| Oversee CICO and individual behavior plans for students      |   | X |   |   |  |  |
| Individual counseling  |   | X | X |   |  |  |
| re County School Counselor Association Conference            |   |   | X |   |  |  |
| <b>December</b>  |   |   |   |   |  |  |
| <b>Academic:</b>   |   |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log |   | X |   | X |  |  |
| Attendance monitoring and parent phone calls/meetings        |   | X |   | X |  |  |
| Attend SAP meetings  |   | X |   | X |  |  |
| <b>Personal/Social:</b>                                      |   |   |   |   |  |  |
| School wide lesson: Empathy                                  | X |   |   |   |  |  |
| Distribution of holiday gifts to families in need.           |   | X |   | X |  |  |
| Social Skills groups   |   | X |   |   |  |  |
| Oversee CICO and individual behavior plans for students      |   | X |   |   |  |  |
| Individual counseling  |   | X | X |   |  |  |
| <b>January</b>   |   |   |   |   |  |  |
| <b>Academic:</b>   |   |   |   |   |  |  |
| PBIS Reboot for all PreK and K students                      | X |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log |   |   |   | X |  |  |
| Attendance monitoring and parent phone calls/meetings        | X |   |   | X |  |  |
| <b>Personal/Social:</b>                                      |   |   |   |   |  |  |
| School wide lesson: Conflict resolution                      | X |   |   |   |  |  |
| Social Skills Groups   | X |   |   |   |  |  |
| Attend SAP meetings  |   |   |   |   |  |  |
| Oversee CICO and individual behavior plans for students      |   | X |   |   |  |  |
| Individual counseling  |   | X | X |   |  |  |
| <b>Career:</b>   |   |   |   |   |  |  |
| Career Lessons for PreK & K students                         | X |   | X |   |  |  |
| <b>February</b>  |   |   |   |   |  |  |
| <b>Academic:</b>   |   |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log |   |   |   | X |  |  |
| Weekly social skills lessons in special education classroom  | X |   |   |   |  |  |
| Attendance monitoring and parent phone calls/meetings        |   | X |   | X |  |  |
| <b>Career:</b>   |   |   |   |   |  |  |
| Career Lessons for PreK & K students                         | X |   | X |   |  |  |

|   |   |   |   |   |  |  |
|---|---|---|---|---|--|--|
| Career Day at the KA  | X |   | X |   |  |  |
| Diversity Lesson  | X |   |   |   |  |  |
| Artifact Collection   |   |   |   |   |  |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |  |
| Social Skills Groups  |   |   |   |   |  |  |
| Individual counseling   |   | X | X |   |  |  |
| Oversee CICO and individual behavior plans for students           |   | X |   |   |  |  |
| <b>March</b>  |   |   |   |   |  |  |
| <b>Academic:</b>  |   |   |   |   |  |  |
| Schoolwide lesson: Disabilities Awareness (PreK and K)            | X |   |   |   |  |  |
| Attend Parent Teacher Conferences                                 |   |   |   | X |  |  |
| Attend and coordinate CST meetings including maintaining log      |   |   |   | X |  |  |
| Attendance monitoring and parent phone calls/meetings             |   | X |   | X |  |  |
| Artifact Collection (makeups)                                     | X |   |   |   |  |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |  |
| Oversee CICO and individual behavior plans for students           |   | X |   |   |  |  |
| Social Skills Groups  |   | X |   |   |  |  |
| Individual counseling   |   | X | X |   |  |  |
| <b>April</b>  |   |   |   |   |  |  |
| <b>Academic:</b>  |   |   |   |   |  |  |
| School wide Lesson (K): Responsibility: Tattling versus Telling   | X |   |   |   |  |  |
| School wide Lesson (PreK &K): Autism Awareness                    | X |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log      |   |   |   | X |  |  |
| Attendance monitoring and parent phone calls/meetings             |   |   |   | X |  |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |  |
| Individual counseling   |   | X | X |   |  |  |
| Social Skills Groups  |   | X |   |   |  |  |
| Oversee CICO and individual behavior plans for students           |   | X |   |   |  |  |
| <b>May</b>  |   |   |   |   |  |  |
| <b>Academic:</b>  |   |   |   |   |  |  |
| School wide Lesson: Responsibility (PreK & K)                     | X |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log      |   |   |   | X |  |  |
| Compile comprehensive student data & share with community schools | X |   |   | X |  |  |
| Attendance monitoring and parent phone calls/meetings             |   |   |   | X |  |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |  |
| Oversee CICO & individual behavior plans for students             |   | X |   |   |  |  |
| Social Skills Groups  |   | X | X |   |  |  |
| Individual counseling   |   |   | X |   |  |  |
| <b>June</b>   |   |   |   |   |  |  |
| <b>Academic:</b>  |   |   |   |   |  |  |
| Attend and coordinate CST meetings including maintaining log      |   |   |   | X |  |  |

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|---|---|--|--|---|--|--|
| Meet with K-1 transition teams to share data. |   |  |  | X |  |  |
| <b>July</b>                                   |   |  |  |   |  |  |
| <b>Academic:</b>                              |   |  |  |   |  |  |
| Kindergarten Orientation                      | X |  |  |   |  |  |
| <b>August</b>                                 |   |  |  |   |  |  |
| <b>Academic:</b>                              |   |  |  |   |  |  |
| Kindergarten Orientation                      | X |  |  |   |  |  |

### Monthly Community School Calendar

| Item<br>Month/Domain/Item   | Curriculum-<br>all students<br>(Tier 1) | Responsive/P<br>revention/<br>Intervention-<br>(Tier 2) | Proactive<br>Individual<br>Academic/<br>Career<br>Planning (Tier 3) | System<br>Support/<br>Indirect<br>Delivery | Non-Counselor<br>Related |
|---|---|---|---|--|--------------------------|
| <b>SEPTEMBER</b>  |   |   |   |  |                          |
| <b>Academic:</b>  |   |   |   |  |                          |
| Attend Transfer IEP meetings  |   |   |   | X  |                          |
| First grade orientation   | X                                       |   |   |  |                          |
| Back to School Night  |   |   |   | X  |                          |
| <b>Personal/Social:</b>   |   |   |   |  |                          |
| Start IEP mandated groups   |   | X   |   |  |                          |
| Individual IEP mandated counseling sessions   |   | X   |   |  |                          |
| Meeting with new students   | X                                       |   |   |  |                          |
| Meet first graders  | X                                       |   |   |  |                          |
| SWPBIS kick off   | X                                       |   |   |  |                          |
| SEL Classroom Lessons*<br>Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors  | x                                       | x   |   |  |                          |
| <b>OCTOBER</b>  |   |   |   |  |                          |
| <b>Career:</b>  |   |   |   |  |                          |
| Smart Futures Artifacts   | X                                       | X   |   |  |                          |
| 3rd Grade: Lesson 1 - My Interests; Lesson 6 - Successful Attitudes and Work Habits; Lesson 10 - What is Entrepreneurship?<br>6th Grade: Lesson 1 - Career Clusters and Pathways<br>7th Grade: Lesson 4 - Learning from Entrepreneurs<br>8th Grade: Lesson 2 - My Resume Activity |   |   |   |  |                          |
| <b>Personal/Social:</b>   |   |   |   |  |                          |
| Peacemakers   | X                                       |   |   |  |                          |
| Collect data from staff for student needs for groups  |   |   |   | X  |                          |
| PAYS survey   | X                                       |   |   |  |                          |

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|---|---|---|---|---|--|
| Safe2Say Orientation  | X |   |   |   |  |
| SEL Classroom Lessons*  | X | X |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors          |   |   |   |   |  |
| <b>NOVEMBER</b>   |   |   |   |   |  |
| <b>Academic:</b>  |   |   |   |   |  |
| Parent/Teacher Conferences  |   |   |   | X |  |
| Academic Improvement Plan Meetings with Students  |   |   | X |   |  |
| Lee County School Counselor Association Conference  |   |   | X |   |  |
| <b>Career:</b>  |   |   |   |   |  |
| Lee County School Counselor Association Conference  |   |   | X |   |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |
| Holiday assistance for families   |   |   |   | X |  |
| Community sponsors for holiday needs  |   |   |   | X |  |
| Coat Drive  | X |   |   |   |  |
| Suicide Prevention  | X |   |   |   |  |
| Lee County School Counselor Association Conference  |   |   | X |   |  |
| SEL Classroom Lessons*  | X | X |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors          |   |   |   |   |  |
| <b>December</b>   |   |   |   |   |  |
| <b>Academic:</b>  |   |   |   |   |  |
| <b>Career:</b>  |   |   |   |   |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |
| SWPBIS booster lessons  | X |   |   |   |  |
| Distribute holiday gifts to families in need  |   |   |   | X |  |
| SEL Classroom Lessons*  |   |   |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors          |   |   |   |   |  |
| <b>January</b>  |   |   |   |   |  |
| <b>Academic:</b>  |   |   | X |   |  |
| Academic Improvement Plan Meetings with Students  | X |   |   |   |  |
| Visit to High School  | X |   |   |   |  |
| <b>Career:</b>  |   |   |   |   |  |
| Smart Futures Artifacts   | X | X |   |   |  |
| 5th Grade: Lesson 2; 6 Career Paths; Lesson 4 - My Personal Schedule; Lesson 10 - Speaking Skills; Lesson 14 - Steps of Creating your Good or Service |   |   |   |   |  |
| 6th Grade: Lesson 5 - My Interest Survey  |   |   |   |   |  |
| 7th Grade: Lesson 6 - My Work Values Survey; Lesson 7 - Knowledge, Skill, Ability Survey  |   |   |   |   |  |
| 8th Grade: Lesson 3 - Conflict Resolution   |   |   |   |   |  |

|  |   |   |   |   |  |
|--|---|---|---|---|--|
| Attend 8th grade Activities Fair at the High School  | X |   |   |   |  |
| <b>Personal/Social:</b>  |   |   |   |   |  |
| SWPBIS booster lessons   | X |   |   |   |  |
| Organize groups for Winter Sessions  |   |   |   | X |  |
| High School Activities Fair  | X |   |   |   |  |
| SEL Classroom Lessons*   |   |   |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |  |
| <b>February</b>  |   |   |   |   |  |
| <b>Academic:</b>   |   |   |   |   |  |
| Participate in Read Across America Activities  | X |   |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |
| Smart Futures Artifacts  | X |   |   |   |  |
| 4th Grade: Lesson 1 - My Interests; Lesson 5 - Applying Successful Attitudes and Work Habits   |   |   |   |   |  |
| <b>Personal/Social:</b>  |   |   |   |   |  |
| Make arrangements for guest speaker  | X |   |   |   |  |
| SEL Classroom Lessons*   | X | X |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |  |
| <b>March</b>   |   |   |   |   |  |
| <b>Academic:</b>   |   |   |   |   |  |
| Parent/Teacher Conferences   |   |   |   | X |  |
| Academic Improvement Plan Meetings with Students   |   |   | X |   |  |
| 8th Grade Course Selection Process   | X |   |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |
| Smart Futures Artifacts  | X |   |   |   |  |
| 1st Grade: Lesson 2 - Community Roles; Lesson 14 - How to Be an Ultra Good Listener  |   |   |   |   |  |
| 2nd Grade: Lesson 4 - Using What You Learn In School; Lesson 9 - Lifelong Learning   |   |   |   |   |  |
| 8th Grade Course Selection Process   | X |   |   |   |  |
| <b>Personal/Social:</b>  |   |   |   |   |  |
| It's Real  | X |   |   |   |  |
| SEL Classroom Lessons*   | X | X |   |   |  |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |  |
| <b>April</b>   |   |   |   |   |  |
| <b>Academic:</b>   |   |   |   |   |  |
| Academic Improvement Plan Meetings with students   | X |   |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Career Makeup Lessons for artifact collection  |   | X |   |   |   |
| <b>Personal/Social:</b>  |   |   |   |   |   |
| SWPBIS booster lessons   | X |   |   |   |   |
| BABES Puppet Unit  | X | X |   |   |   |
| SEL Classroom Lessons*   | X | X |   |   |   |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |   |
| <b>May</b>   |   |   |   |   |   |
| <b>Academic:</b>   |   |   |   |   |   |
| Participate in 8th grade awards recipients meeting   |   |   |   | X |   |
| Support PSSA/Keystone testing  |   |   |   |   | X |
| <b>Career:</b>   |   |   |   |   |   |
| Report artifact completion   |   |   |   |   | X |
| <b>Personal/Social:</b>  |   | X |   |   |   |
| Conclude non IEP/504 groups  |   | X |   |   |   |
| SEL Classroom Lessons*   | X | X |   |   |   |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |   |
| <b>June</b>  |   |   |   |   |   |
| <b>Academic:</b>   |   |   |   |   |   |
| Generated the list of students in need of Summer School  |   |   |   |   | X |
| Prepare the list of At Risk students/attend HS meeting   |   |   |   | X |   |
| Attend 8th Grade Ceremony  | X |   |   |   |   |
| Attend K-1 transition meeting  |   |   |   | X |   |
| 5th to 6th grade transition activities   |   |   |   | X |   |
| <b>Personal/Social:</b>  |   |   |   |   |   |
| Conclude all individual and group counseling sessions  |   | X | X |   |   |
| SEL Classroom Lessons*   | x | x |   |   |   |
| Classroom Lessons are implemented depending on the unique needs of the school and cover various topics guided by the ASCA Mindsets/Behaviors |   |   |   |   |   |
| <b>July</b>  |   |   |   |   |   |
| <b>August</b>  |   |   |   |   |   |
| <b>Academic:</b>   |   |   |   |   |   |
| Consult with staff about IEPs/504s   |   |   |   | X |   |
| 6th grade orientation  | X |   |   |   |   |
| <b>Personal/Social:</b>  |   |   |   |   |   |
| Meet new families/students coming to tour  | X |   |   |   |   |

### Monthly High School Calendar

| Item<br>Month/Domain/Item                                  | Curriculum-<br>all students<br>(Tier 1) | Responsive<br>Prevention/<br>Intervention<br>(Tier 2) | Proactive<br>Individual<br>Academic/<br>Career<br>Planning<br>(Tier 3) | System<br>Support/<br>Indirect<br>Delivery | Non-Counselor<br>Related |
|--|---|---|--|--|--------------------------|
| <b>SEPTEMBER</b>   |   |   |  |  |                          |
| <b>Academic:</b>   |   |   |  |  |                          |
| Schedule review/adjustments                                | X                                       |   |  |  |                          |
| Senior graduation plan review                              | X                                       |   | X  |  |                          |
| Caseload meetings  | X                                       |   |  |  |                          |
| Grade level meetings                                       | X                                       |   |  |  |                          |
| Back-to-School night                                       | X                                       |   |  |  |                          |
| Act 158 Pathway data review and planning                   | X                                       |   |  |  |                          |
| Update 504 agreements & conduct team meetings              |   | X   |  |  |                          |
| <b>Career:</b>   |   |   |  |  |                          |
| College 101 presentation                                   | X                                       |   |  |  |                          |
| DCTS orientation for enrolled students                     |   | X   |  |  |                          |
| <b>I/Social:</b>   |   |   |  |  |                          |
| Organizing of SEL groups and IEP related services delivery |   | X   |  |  |                          |
| Grade level meetings                                       | X                                       |   |  |  |                          |
| Meet with identified at-risk incoming 9th graders          |   |   | X  |  |                          |
| <b>OCTOBER</b>   |   |   |  |  |                          |
| <b>Academic:</b>   |   |   |  |  |                          |
| Parent information session for Spring dual enrollment      | X                                       |   |  |  |                          |
| Senior conferences   |   | X   | X  |  |                          |
| NCAA eligibility center course review & updates            |   |   | X  |  |                          |
| AP testing coordination                                    |   |   |  |  | 40 Hours                 |
| <b>Career:</b>   |   |   |  |  |                          |
| Smart Futures artifacts (Thinking About Career Success)    | X                                       |   | X  | X  |                          |
| College & career fair                                      | X                                       |   |  |  |                          |
| <b>Personal/Social:</b>                                    |   |   |  |  |                          |
| New student luncheon                                       |   | X   |  |  |                          |
| <b>NOVEMBER</b>  |   |   |  |  |                          |
| <b>Academic:</b>   |   |   |  |  |                          |
| Parent conferences   |   | X   | X  |  |                          |
| Lebanon County School Counselor Association conference     |   |   | X  |  |                          |
| AP testing coordination                                    |   |   |  |  | 15 Hours                 |
| Teacher conferences  |   | X   |  |  |                          |
| <b>Career:</b>   |   |   |  |  |                          |
| DCTS presentation and information session                  | X                                       |   |  |  |                          |



|   |   |   |   |   |         |
|---|---|---|---|---|---------|
| Dual Enrollment classroom visits for Spring semester enrollment | X |   |   |   |         |
| Smart Futures artifacts (My Personality Type)                   | X |   | X | X |         |
| DCTS interest student survey                                    | X |   |   |   |         |
| e County School Counselor Association conference                |   |   | X |   |         |
| <b>Personal/Social:</b>   |   |   |   |   |         |
| 9th Grade PE/Health class visits                                | X |   |   |   |         |
| e County School Counselor Association conference                |   |   | X |   |         |
| assistance for district families                                |   | X |   |   |         |
| <b>December</b>   |   |   |   |   |         |
| <b>Academic:</b>  |   |   |   |   |         |
| 9th Grade Individual meetings                                   | X |   |   |   |         |
| Course selection timeline and Program of Studies updates        |   |   | X |   |         |
| <b>Career:</b>  |   |   |   |   |         |
| Smart Futures artifacts (Job Application)                       | X |   | X | X |         |
| DCTS application sessions                                       |   | X |   |   |         |
| DCTS group tour of campus                                       | X |   |   |   |         |
| <b>Personal/Social:</b>   |   |   |   |   |         |
| assistance for district families                                |   | X |   |   |         |
| <b>January</b>  |   |   |   |   |         |
| <b>Academic:</b>  |   |   |   |   |         |
| Course selection  | X |   |   |   |         |
| Parent information session for Fall dual enrollment             | X |   |   |   |         |
| Dual enrollment classroom visits for Fall semester enrollment   | X |   |   |   |         |
| set-up  | X |   |   |   |         |
| completion Night  | X |   |   |   |         |
| ing coordination  |   |   |   |   | 5 Hours |
| <b>Career:</b>  |   |   |   |   |         |
| DCTS IEP application meetings                                   |   | X |   |   |         |
| Smart Futures artifacts (Preparation for Career)                | X |   | X | X |         |
| pplication sessions   |   | X |   |   |         |
| roup tour of campus   | X |   |   |   |         |
| DCTS individual tours of specific programs                      | X |   |   |   |         |
| review & process student applications                           |   |   | X |   |         |
| <b>Personal/Social:</b>   |   |   |   |   |         |
| <b>February</b>   |   |   |   |   |         |
| <b>Academic:</b>  |   |   |   |   |         |
| Mid-Year failure letters (seniors only)                         |   | X |   |   |         |
| Mid-Year transcripts sent to colleges & NCAA (seniors only)     |   | X |   |   |         |
| Mid-Year grade/attendance review for 9th -11th graders          | X |   |   |   |         |
| election teacher course recommendations                         | X |   |   |   |         |
| h grade course selection process review in classrooms           | X |   |   |   |         |
| 8th grade parent/guardian night                                 | X |   |   |   |         |

|   |   |   |   |   |          |
|---|---|---|---|---|----------|
| ing coordination  |   |   |   |   | 5 Hours  |
| <b>Career:</b>  |   |   |   |   |          |
| Smart Futures artifacts (Abilities and Aptitudes)                                     | X |   | X | X |          |
| individual tours of program   | X |   |   |   |          |
| review & process student applications   |   |   | X |   |          |
| <b>Personal/Social:</b>   |   |   |   |   |          |
| PE/Health class visits  | X |   |   |   |          |
| <b>March</b>  |   |   |   |   |          |
| <b>Academic:</b>  |   |   |   |   |          |
| Junior college family planning night  | X |   |   |   |          |
| grade Individual meetings, course selection & graduation/post-secondary goal planning | X |   |   |   |          |
| king period senior failure warning letters  |   | X |   |   |          |
| ing coordination  |   |   |   |   |          |
| <b>Career:</b>  |   |   |   |   |          |
| IHS scholarship committee selections  | X |   |   |   |          |
| Smart Futures artifacts (Personal Interests)  | X |   | X | X |          |
| individual tours of program   | X |   |   |   |          |
| <b>Personal/Social:</b>   |   |   |   |   |          |
| <b>April</b>  |   |   |   |   |          |
| <b>Academic:</b>  |   |   |   |   |          |
| Senior meetings for students in danger of not graduating                              |   |   | X |   |          |
| grade Individual meetings, course selection & graduation/post-secondary goal planning | X |   |   |   |          |
| ing coordination  |   |   |   |   | 5 Hours  |
| <b>Career:</b>  |   |   |   |   |          |
| College & career fair   | X |   |   |   |          |
| utures artifacts (Career Clusters and Pathways)                                       | X |   |   |   |          |
| <b>Personal/Social:</b>   |   |   |   |   |          |
| Girls Lead conference   |   |   | X |   |          |
| <b>May</b>  |   |   |   |   |          |
| <b>Academic:</b>  |   |   |   |   |          |
| AP testing proctoring   |   |   |   |   | 20 Hours |
| AP testing coordination   |   |   |   |   | 25 Hours |
| Senior meetings for students in danger of not graduating                              |   | X |   |   |          |
| <b>Career:</b>  |   |   |   |   |          |
| College, career & military signing/acceptance day                                     | X |   |   |   |          |
| Smart Futures artifacts (Experiencing Careers While Still in School)                  | X |   | X | X |          |
| FMFCU financial reality fair for 11th graders   | X |   |   |   |          |
| <b>Personal/Social:</b>   |   |   |   |   |          |
| <b>June</b>   |   |   |   |   |          |
| <b>Academic:</b>  |   |   |   |   |          |

|  |   |   |   |   |  |
|--|---|---|---|---|--|
| Collect NOREPs and Academic Summaries for seniors      |   | X |   |   |  |
| Upload final transcripts to Naviance                   |   | X |   |   |  |
| Individual summer school letters (9th-12th graders)    |   | X |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |
| Post-secondary/graduation survey                       | X |   |   |   |  |
| <b>Personal/Social:</b>                                |   |   |   |   |  |
| 8th grade at-risk meeting & intervention planning      |   |   | X |   |  |
| <b>July</b>  |   |   |   |   |  |
| <b>Academic:</b>                                       |   |   |   |   |  |
| New student orientations                               |   |   |   | X |  |
| New student record review and schedules                |   |   | X |   |  |
| Schedule review and adjustments for returning students | X |   |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |
|  |   |   |   |   |  |
| <b>Personal/Social:</b>                                |   |   |   |   |  |
| <b>August</b>  |   |   |   |   |  |
| <b>Academic:</b>                                       |   |   |   |   |  |
| New student orientations                               |   |   |   | X |  |
| Student record review and schedules                    |   |   | X |   |  |
| Schedule review and adjustments for returning students | X |   |   |   |  |
| <b>Career:</b>   |   |   |   |   |  |
| <b>Personal/Social:</b>                                |   |   |   |   |  |

### **Ongoing K-12 School Counselor Activities**

#### **COMMUNITY SCHOOL -ON-GOING ACTIVITIES**

| Item<br>Month/Domain/Item           | Curriculum-<br>all students<br>(Tier 1) | Responsive/<br>Prevention/<br>Intervention-<br>(Tier 2) | Proactive<br>Individual<br>Academic/<br>Career<br>Planning<br>(Tier 3) | System<br>Support/<br>Indirect<br>Delivery | Non-Counselor<br>Related |
|-------------------------------------|---|---|--|--|--------------------------|
| <b>Academic:</b>                    |   |   |  |  |                          |
| IEP/504 meetings                    |   |   | X  |  |                          |
| Individual meetings                 |   |   | X  |  |                          |
| Monitor student progress            | X                                       |   |  |  |                          |
| Attend building level team meetings |   |   |  | X  |                          |
| <b>Career:</b>                      |   |   |  |  |                          |
| BABES                               | X                                       |   |  |  |                          |
| Artifact Collection                 |   |   |  |  | 56                       |

|  |   |   |   |   |       |
|--|---|---|---|---|-------|
| Classroom lessons  | X |   |   |   |       |
| Smart Futures Artifacts (artifact topic TBD)                                       | X |   |   |   |       |
| <b>Personal/Social:</b>  |   |   |   |   |       |
| Threat/Risk Assessments  |   | X |   |   |       |
| CYS Referrals  |   | X |   |   |       |
| SAP meetings   |   |   |   | X |       |
| SAP council/conferences/trainings  |   |   |   | X |       |
| BABES  | X |   |   |   |       |
| Small groups   |   | X |   |   |       |
| Individual meetings  |   | X | X |   |       |
| SAIP meetings  |   | X |   |   |       |
| Collaborate and communicate with stakeholders                                      | X |   |   |   |       |
| Responsive services i.e. escorting a crying child to class, school avoidance, etc. |   | X |   |   |       |
| Lunch Duty   |   |   |   |   | 279   |
| Morning/Dismissal Duty   |   |   |   |   | 732.6 |
| Class Coverage   |   |   |   |   | 117   |
| Classroom lessons  | X |   |   |   |       |
| Conflict resolution  |   | X |   |   |       |
| Peer mediation   |   | X |   |   |       |
| SWPBIS   | X |   |   |   |       |
| Faculty meeting  |   |   |   | X |       |
| Schoology page maintenance   |   |   |   | X |       |
| Lesson/group planning  |   |   |   | X |       |

### *HIGH SCHOOL-ON-GOING ACTIVITIES*

|  |   |   |   |   |  |
|--|---|---|---|---|--|
| <b>Academic:</b>                               |   |   |   |   |  |
| Academic progress monitoring                   | X |   |   |   |  |
| New student registration & orientation         |   |   | X |   |  |
| Schoology group maintenance                    |   |   |   | X |  |
| College & career walk-in hours                 |   | X |   |   |  |
| K-12 Future Ready artifact delivery & tracking | X |   |   |   |  |
| SSD accommodation requests                     |   | X |   |   |  |

|   |   |   |   |   |  |
|---|---|---|---|---|--|
| <b>Academic:</b>  |   |   |   |   |  |
| Academic progress monitoring  | X |   |   |   |  |
| New student registration & orientation  |   |   | X |   |  |
| Schoology group maintenance   |   |   |   | X |  |
| College & career walk-in hours  |   | X |   |   |  |
| K-12 Future Ready artifact delivery & tracking  | X |   |   |   |  |
| Credit remediation oversight (virtual program)  |   | X |   |   |  |
| IEP related services check-ins  |   | X |   |   |  |
| Individual student meetings   | X |   |   |   |  |
| Oversight and check ins of virtual, transition program and alternative school students    |   | X |   |   |  |
| IEP/GIEP/504 meetings   |   |   | X |   |  |
| Building & district level team meetings   |   |   |   | X |  |
| Transcript submissions  | X |   |   |   |  |
| Writing letters of recommendation   | X |   |   |   |  |
| Post-Secondary rep visit coordination   | X |   |   |   |  |
| Coffee with the Counselors - morning broadcast  | X |   |   |   |  |
| Delaware County Intermediate Unit Counselor Professional Learning Community participation |   |   | X |   |  |
| Act 158 Pathway evidentiary data entry  | X |   |   |   |  |
| Counselor information events at local colleges & universities                             |   |   |   | X |  |
| <b>Career:</b>  |   |   |   |   |  |
| Counselor's Schoology group maintenance   | X |   |   | X |  |
| Scholarship Schoology group maintenance   | X |   |   | X |  |
| Job Board Schoology group maintenance   | X |   |   | X |  |
| College & career walk-in hours  |   | X |   |   |  |
| K-12 Future Ready artifact delivery & tracking  | X |   |   |   |  |
| College campus presentations & tours  | X |   |   | X |  |
| Coffee with the Counselors - morning broadcast  | X |   |   |   |  |
| Delaware County Intermediate Unit Counselor Professional Learning Community participation |   |   | X |   |  |
| <b>Personal/Social:</b>   |   |   |   |   |  |
| SAIP meeting (3-5 Day Absences)   |   | X |   |   |  |
| Weekly SAP meeting  |   | X |   |   |  |
| Schoology group maintenance - mental health resources                                     |   |   |   | X |  |
| K-12 Future Ready artifact delivery & tracking  | X |   |   |   |  |
| Risk assessments  |   | X |   |   |  |
| Assessments   |   | X |   |   |  |
| Referrals   |   | X |   |   |  |
| Interventions   |   | X |   |   |  |
| Group curriculum planning   |   |   | X |   |  |
| Groups (9th & 10th Grade Girls/Boys, Girls Lead, Etc.)                                    |   | X |   |   |  |
| Delaware County Intermediate Unit Counselor Professional Learning Community               |   |   | X |   |  |

|  |   |   |   |   |  |
|--|---|---|---|---|--|
| <b>Academic:</b>                               |   |   |   |   |  |
| Academic progress monitoring                   | X |   |   |   |  |
| New student registration & orientation         |   |   | X |   |  |
| Schoology group maintenance                    |   |   |   | X |  |
| College & career walk-in hours                 |   | X |   |   |  |
| K-12 Future Ready artifact delivery & tracking | X |   |   |   |  |
| participation                                  |   |   |   |   |  |
| Coffee with the Counselors - morning broadcast | X |   |   |   |  |