## **School Counseling Program Master Calendar Sample: Middle School**

School:	School Year:	

	Individual Student Planning	School Counseling Curriculum	Responsive Services	Program Management and System Support
August	Awareness of academic		Individual short-term	School counseling
	and career training		counseling and support	program needs
	opportunities (e.g.			assessment
	academic and career		Small group counseling	
	magnet, accelerated			Student Services
	courses and programs,		Consultation	Team/Advisory Council
	tutorial and remedial			meeting (data review and
	programs)		Prevention and early intervention services	program planning)
	Academic course planning			Development and
			Crisis counseling and	Distribution of School
	Interpretation of academic,		management	Counseling Program
	career and social-emotional			Master Calendar
	assessment scores		Referral to school and	
			community based services	Administrator-Counselor
	Participation in the			School Counseling
	development/monitoring of		Referral to adult and peer	Program Collaborative
	academic and behavior		helpers	Partnership Agreement
	intervention plans (e.g.			3. comp
	daily progress monitoring		Dissemination of	Registration
	sheets, EPT, IEPs)		information	11091011011
	(3.100.10, 1.1, 1.2. 0)			Section 504 Student Lists
	Participation in the			
	development of academic			
	and behavior			
	accommodation plans (e.g.			
	Section 504 Plans, IEPs			
	and EPs)			
September	Awareness of academic	* Bullying Prevention	See list of responsive	Teaming for student
•	and career training	(e.g. Second Step,	services above	success (e.g. EPT/RtI, IEP,
	opportunities (e.g.	Olweus, Bully Busters)		Section 504, grade
	academic and career			level/department meetings,
	magnet, accelerated			district/community
	courses and programs,			meetings)
	tutorial and remedial			
	programs)			Academic and behavior

	Academic course planning Interpretation of academic, career and social-emotional assessment scores  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)			support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  Professional development training (e.g. district school counselor meetings)  School counseling program needs assessment
October	Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Interpretation of academic, career and social-emotional assessment scores  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the	* Dating Violence Prevention (e.g. Love Is Not Abuse)  * High School Planning Program for Parents of 8 <sup>th</sup> Graders	See list of responsive services above	Teaming for student success (e.g. EPT/RtI, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  Professional development training (e.g. district school counselor meetings)

	development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)  Santa Fe College Grade 8 Showcase – College and Career Planning			School counseling program needs assessment
November	Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Interpretation of academic, career and social-emotional assessment scores  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)  * Career Academies Presentation – Grade 8	* Career Planning with Choices Planner – Grade 8	See list of responsive services above	Teaming for student success (e.g. EPT/Rtl, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  Professional development training (e.g. district school counselor meetings)  School counseling program needs assessment
December	Awareness of academic and career training opportunities (e.g.		See list of responsive services above	Teaming for student success (e.g. EPT/Rtl, IEP, Section 504, grade

	academic and career		level/department meetings,
	magnet, accelerated		district/community
	courses and programs,		meetings)
	tutorial and remedial		medunge)
	programs)		Academic and behavior
	programo		support programs (e.g.
	Academic course planning		tutoring, mentoring, peer
	Academic codise planning		counseling, college
	Interpretation of academic,		outreach)
	career and social-emotional		Oditeach
	assessment scores		Coordinating school
	assessment scores		
	Darticipation in the		support programs/ services
	Participation in the		(registration and
	development/monitoring of		scheduling, testing and
	academic and behavior		assessment)
	intervention plans (e.g.		Drofe seignal development
	daily progress monitoring		Professional development
	sheets, EPT, IEPs)		training (e.g. district school
	Double in otion in the		counselor meetings)
	Participation in the		0-1
	development of academic		School counseling program
	and behavior		needs assessment
	accommodation plans (e.g.		
	Section 504 Plans, IEPs		
_	and EPs)		<del>  -                                   </del>
January	Awareness of academic	See list of responsive	Teaming for student
	and career training	services above	success (e.g. EPT/RtI, IEP,
	opportunities (e.g.		Section 504, grade
	academic and career		level/department meetings,
	magnet, accelerated		district/community
	courses and programs,		meetings)
	tutorial and remedial		
	programs)		Academic and behavior
			support programs (e.g.
	Academic course planning		tutoring, mentoring, peer
			counseling, college
	Interpretation of academic,		outreach)
	career and social-emotional		
	assessment scores		Coordinating school
			support programs/ services
	Participation in the		(registration and
	development/monitoring of academic and behavior		scheduling, testing and
		1	assessment)

	intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)  * Career Academy Forum – Grade 8			Professional development training (e.g. district school counselor meetings)  School counseling program needs assessment  Academic and Career Academy Open House Programs
February	Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Interpretation of academic, career and social-emotional assessment scores  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)	* Plan for the Future High School Planning Guide – Grade 8	See list of responsive services above	Teaming for student success (e.g. EPT/Rtl, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  Professional development training (e.g. district school counselor meetings)  School counseling program needs assessment  Academic and Career Academy Open House Programs

				FCAT 2.0 Writing
March	Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Interpretation of academic, career and social-emotional assessment scores  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)	Human Growth and Development – Grade 7	See list of responsive services above	Teaming for student success (e.g. EPT/Rtl, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  School counseling program needs assessment  High School Course Registration – Grade 8
April	Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Interpretation of academic, career and social-emotional		See list of responsive services above	Teaming for student success (e.g. EPT/RtI, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)
	assessment scores			Coordinating school

	Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)			support programs/ services (registration and scheduling, testing and assessment)  School counseling program needs assessment  FCAT 2.0 Reading, Math and Science
May	and EPs)  Awareness of academic and career training opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)  Academic course planning  Participation in the development/monitoring of academic and behavior intervention plans (e.g. daily progress monitoring sheets, EPT, IEPs)  Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)	* Four Year High School Plan – Grade 8	See list of responsive services above	Teaming for student success (e.g. EPT/Rtl, IEP, Section 504, grade level/department meetings, district/community meetings)  Academic and behavior support programs (e.g. tutoring, mentoring, peer counseling, college outreach)  Coordinating school support programs/ services (registration and scheduling, testing and assessment)  School counseling program needs assessment  School Open House  EOC Assessments  Career Day
June	Awareness of academic and career training		See list of responsive services above	Student Services Team/Advisory Council

opportunities (e.g. academic and career magnet, accelerated courses and programs, tutorial and remedial programs)	meeting (data review, program audit, results report, program planning)
Academic course planning	
Interpretation of academic, career and social-emotional assessment scores	
Participation in the development/monitoring of academic and behavior intervention plans (e.g. EPT, IEP)	
Participation in the development of academic and behavior accommodation plans (e.g. Section 504 Plans, IEPs and EPs)	

NOTE: Annual School Counseling Program Master Calendars can be created with Google Calendar and shared with all stakeholders.

<sup>\*</sup> State-mandated violence prevention and academic and career planning curriculum