	K-12 Counseling Services Direct and Indirect	September	October	November	December	January	February	March	April	May	June
	Student Check ins										
Elementary Counseling Program Services	New Student transition supports										
	Open House Program Communication										
	Responsive services/consultation with school staff and parents/guardians to meet the needs of students with academic or social/emotional needs										
	Monitoring student attendance and collaboration with parents to address any barriers impacting attendance.										
	Ongoing screening/monitoring students for emotional supports needed in collaboration with school psychologist, school social worker, teaching staff, and administration.										
	Kindergarten transition supports (recess/lunch)										
	Planning for monthly social media posts and implementing school wide activities (i.e. mix it up day, wear blue for child protection awareness day, etc.)										
	Classroom lessons K-2 (Mental Health education, personal safety, friendship skills, self regulation, career awareness)										
	Small counseling groups implemented depending on student need and scheduling availability. Topics may include (but are not limited to) anxiety, social skills, friendship, self regulation, family changes, resilience.										
	Crisis/Responsive Counseling										
	Classroom units grades K-5 to target students' social and emotional learning. Topics include (and are not limited to): resilience, growth mindset, using coping skills, internet/social media safety and citizenship, post-secondary readiness, career exploration, bullying prevention, mental health education.										
	Program communication and September Welcome Newsletter (parenting supports, social and emotional information and activities for students K-5).										
	Parent Program (TBD format)										
	Middle School transition unit grade 5										
	Kindergarten screening										

	K-12 Counseling Services - Direct and Indirect	September	October	November	December	January	February	March	April	May	June
Middle School Counseling Program Services	New Student Transition Supports										
	Classroom Lessons										
	Coordinate Tutoring for Students										
	PST Coordination and Facilitation										
	Attendance Monitoring										
	Student Schedule Management and Adjustment										
	Team Meetings										
	Parent Conferences										
	Consultation with Parents and School Staff										
	Counseling Group										
	Individual Counseling - Academic and Social/Emotional										
	Crisis/Responsive Counseling										
	Home Visits										
	September Counseling Department Newsletter										
	Re-Entry Meetings										
	Attend CSE & 504 Meetings										
	Naviance Lessons										
	Scheduling										
	Needs Assessments										
	Middle School Transition Grade 8										
	Middle School Transition Grade 5										
	Blackbird Mentoring Program										
	Google Classroom Announcements										
	College Day										
	Program Communication										
	Open House										
	Planning for monthly social media posts and implementing school wide activities (i.e. mix it up day, wear blue for child protection awareness day, etc.)										

	K-12 Counseling Services - Direct and Indirect	September	October	November	December	January	February	March	April	May	June
High School Counseling Program Services	New Student Transition Supports										
	IST Coordination and Facilitation										
	Parent Conferences										
	Consultation with Parents and School Staff										
	Individual Counseling - Academic and Social/Emotional										
	Crisis/Responsive Counseling										
	Schedule Changes										
	Attendance Monitoring										
	Academic Progress Monitoring										
	Compose Letters of Recommendation										
	Attend CSE & 504 Meetings										
	Coordinate Tutoring for Students with Extended Absences										
	Re-entry meetings										
	Home visits										
	College Rep & Military Visits										
	Coordinate and Update Google Classroom										
	Blackbird Mentoring Program										
	Program Communication via Social Media										
	Open House										
	Compose Counseling Department Newsletter										
	Senior Night										
	Senior Conferences										
	Naviance & Common App Lesson for Seniors										
	Naviance "Do What You Are" Lesson in Health										
	Meet Your School Counselor Meeting for Freshman										
	Administer PSAT & PreACT										
	Financial Aid Night										
	Classroom Lessons										
	Career Fair										
	PreACT results and Sophomore Meetings										
	Career Cafe										
	Junior Night										
	Naviance "Strengths Explorer" Lesson for Freshman										
	PSAT results and Junior Meetings										
	Course Selection										
	Naviance "Career Interest Profiler" Lesson for Juniors										
	CTE Presentation to Sophomores										
	Junior Conferences										
	Coordinate CTE Field Trip										
	9/10 Grade Parent Night										
	Individual Course Selection										
	College Day										
	College Day Field Trip to ES										
	8th Grade Night for Parents										
	Administer AP Exams										
	9th Grade Teacher/Counselor Orientation										
	Coordinate Summer School & Regents Retakes										