

# Annual Calendar

School: **Moore Middle School**

Academic Year: **2024-2025**

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<br><i>(Defining, Managing, Assessing, Fair-Share Responsibilities)</i>   |
|------------------|---|--|--|
|                  | Direct Student Services Activities<br><i>(Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)</i>   | Indirect Student Services Activities<br><i>(Significant collaborations, leadership and advocacy activities)</i>  |  |
| Ongoing Services | <ul style="list-style-type: none"> <li>-Welcome Crew / New student meetings</li> <li>-Individual Counseling</li> <li>-Crisis Response</li> <li>-Peer Leaders (Friday @9:15am)</li> <li>-Small Groups</li> <li>-Emergency Response Team</li> <li>-Peer Mediations</li> </ul> | <ul style="list-style-type: none"> <li>-MTSS/SST Meeting Participation</li> <li>-Parent Meetings</li> <li>-Kid Talks - Student Intervention Meetings</li> <li>-Social Worker Meetings</li> <li>-Support Staff Meetings</li> <li>-Department Meetings</li> <li>-Gwinnett County Girl's Mentoring</li> </ul> | <ul style="list-style-type: none"> <li>-Faculty Meetings</li> <li>-Lead Counselor Meeting (Bi-monthly)</li> <li>-Morning &amp; Afternoon Duty</li> <li>-Data Analysis</li> <li>-Grade Level Meetings</li> <li>-ASCA Program Training Meetings</li> </ul> |
| August           | <ul style="list-style-type: none"> <li>-Intro Counselor Lesson</li> <li>-The Welcome Crew Orientation</li> </ul>  | <ul style="list-style-type: none"> <li>-Transition Meeting w/Central Gwinnett High School</li> <li>-Counselor Programming Staff Development</li> </ul>   | <ul style="list-style-type: none"> <li>-Counselor Back to School Meeting</li> <li>-Veteran Counselors Synergy Training</li> </ul>  |
| September        | <ul style="list-style-type: none"> <li>-Closing the Gap Pretest</li> </ul>  | <ul style="list-style-type: none"> <li>-Hispanic Heritage Month Peer Leader Initiative</li> <li>-REACH Scholarship Info Meeting</li> </ul>   | <ul style="list-style-type: none"> <li>-Administrative Conference</li> <li>-Gwinnett County Mentoring Meeting</li> <li>-Ethics in School Counseling</li> <li>-Peer Leaders Planning Meeting</li> </ul>   |
| October          | <ul style="list-style-type: none"> <li>-Naviance Career Lesson, Dual Enrollment &amp; Achieveworks (8th &amp; Gear Up)</li> <li>-Lifelines: Suicide Prevention Lesson (7th grade)</li> <li>-Gwinnett Tech Field Trip</li> </ul>   | <ul style="list-style-type: none"> <li>-Early Release Parent Conferences</li> <li>-REACH Scholarship Interviews &amp; Selection</li> </ul>   | <ul style="list-style-type: none"> <li>-RAMP Submission</li> </ul>   |
| November         | <ul style="list-style-type: none"> <li>-Lifelines: Suicide Prevention Lesson (7th grade)</li> <li>-Peer Leaders Conference</li> <li>-Teen Lures Classroom Lesson</li> <li>-Naviance Makeup Lessons</li> </ul>   | <ul style="list-style-type: none"> <li>-Advisory Council</li> <li>-Georgia School Counselor Association Conference</li> <li>-8th Grade Transition Planning Mtg.</li> </ul>   | <ul style="list-style-type: none"> <li>-Central Gwinnett Cluster Meeting</li> <li>-Lead Counselor Mtg (Frett)</li> <li>-School Counseling Data in Practice</li> </ul>  |
| December         | <ul style="list-style-type: none"> <li>-Teen Lures Classroom Lesson</li> <li>- Lifelines Make-ups</li> </ul>  | <ul style="list-style-type: none"> <li>-Caring Award Nominations</li> </ul>  |  |
| January          | <ul style="list-style-type: none"> <li>Maxwell HS Prep Lesson (Gear Up)</li> <li>-Maxwell HS Field Trip</li> <li>-Naviance/Career Lessons</li> </ul>  |  | <ul style="list-style-type: none"> <li>-Lead Counselor Mtg (Frett)</li> </ul>  |
| February         | <ul style="list-style-type: none"> <li>-Naviance/Career Lessons</li> </ul>  | <ul style="list-style-type: none"> <li>-Black History Month Peer Leader Initiative</li> <li>-EES Small Groups (6th, 7th, 8th, GU)</li> <li>-Coping Skills Class (6th &amp; 7th)</li> </ul>   | <ul style="list-style-type: none"> <li>-Counselor Recognition Ceremony</li> <li>-Colors of Grief Staff Development</li> </ul>  |

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|-------|---|---|--|
| March | <ul style="list-style-type: none"> <li>-Peer Leaders HS/MS Conference</li> <li>-5th Grade Transitional Visit</li> <li>-Gear Up Civil Rights Museum Field Trip</li> </ul>    | <ul style="list-style-type: none"> <li>-Early Release Parent Conference</li> <li>-8th Grade Attendance &amp; HS Prep Lesson</li> <li>-Gear Up Transitional Consults</li> </ul>  |  |
| April | <ul style="list-style-type: none"> <li>-8th Grade Civil Rights Museum Field Trip</li> </ul>   | <ul style="list-style-type: none"> <li>-ASD/Peer Leaders Breakfast</li> <li>-9th Grade Transition Meeting @ Central HS</li> </ul>   | <ul style="list-style-type: none"> <li>-Review of Annual Student Outcome Goals</li> <li>-Emergency Response Team Training</li> </ul> |
| May   | <ul style="list-style-type: none"> <li>-Gear Up Naviance/Careers Classroom Lesson</li> <li>-Naviance/Careers Lesson Make-Ups</li> <li>-6th Grade Mini-Conference</li> </ul> | <ul style="list-style-type: none"> <li>-5th grade transition meeting w/ Winn Holt ES</li> <li>-9th grade follow up transition meeting w/ CGHS</li> <li>-Safety Plan Contact and Closeout</li> <li>-Spring Advisory Council</li> </ul> |  |
| June  |   |   |  |