



Annual Calendar Template

School: STEAM Academy Middle School (Erica Hayden)

Academic Year: 2025-2026

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 or college nights, schoolwide academic support events, etc.)</i>	Indirect Student Services Activities <i>(Significant collaborations, leadership and advocacy activities)</i>	
Ongoing Services	PBIS Team Member; Character Strong Building Lead; Advisory Lessons; Classroom Lessons; Attendance Small Group; S/E Small Groups; 1:1 Academic/S & E Support	IEP Meetings; 504 IAP Meetings; PLC Meetings; Parent Meetings; Attendance Meetings; Grade Checks	Staff Meetings; District Counseling Meetings;
August	Introduction to Social Services Department Classroom Lesson	Open House	District Counseling PD
September	Bullying Classroom Lesson		District PD
October	Anti-Drug Awareness Classroom Lesson	Parent Teacher Conferences	
November	Career Exploration Classroom Lesson	Counselor Advisory Council Meeting; PBL Night	MOACAC Conference
December	Career Exploration Classroom Lesson	RAH Award Celebrations	
January	Goal Setting & School Success Classroom Lesson		
February	Empathy/Communication Classroom Lesson		
March	Emotions Management Classroom Lesson; Schoolwide Career Day		
April	Test Taking Strategies Classroom Lesson	Counselor Advisory Council Meeting	Test Coordination
May	Transitions Classroom Lesson	RAH Award Celebrations	Test Coordination

EXAMPLE Annual Calendar

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 (Defining, Managing, Assessing, Fair-Share Responsibilities)
	Direct Student Services Activities (Include dates of school counseling initiatives or events, classroom and group activities, career or college nights, schoolwide academic support events, etc.)	Indirect Student Services Activities (Include significant collaborations, leadership and advocacy activities)	
Ongoing Services	<ul style="list-style-type: none"> ■ New student transition – transition planning and academic advising upon enrollment ■ Assist students with academic planning ■ Individual counseling (as needed) 	<ul style="list-style-type: none"> ■ SST/RTI meetings (weekly) ■ IEP meetings ■ Teacher/admin consultation ■ Parent meetings ■ Grade-level meetings (once per month) ■ Peer tutoring groups ■ Student Stars recognition Program 	<ul style="list-style-type: none"> ■ School counseling department Meetings (every Tuesday) ■ Faculty meetings ■ Review grade reports (weekly) ■ Review discipline reports (weekly) ■ Review attendance reports (weekly) ■ District Lead School Counselor Meeting (monthly)
Aug.	<ul style="list-style-type: none"> ■ Making the Most of Your Year! (6/7/8) ■ Attendance Is Essential small group 	<ul style="list-style-type: none"> ■ Meet the School Counselor Day ■ School counselor/ teacher information session ■ Meet the Teacher/ Curriculum Night for parents 	<ul style="list-style-type: none"> ■ District school counseling meeting
Sept.	<ul style="list-style-type: none"> ■ Making New Friends (6) ■ Being a Leader (8) ■ Study and Organizational Skills small group 	<ul style="list-style-type: none"> ■ Parent conference (early release) 	
Oct.	<ul style="list-style-type: none"> ■ Bullying Prevention (6-8) ■ Study and Organizational Skills small group ■ Responsible Decisions small group 	<ul style="list-style-type: none"> ■ Advisory council 	
Nov.	<ul style="list-style-type: none"> ■ Suicide Prevention (6-8) 		<ul style="list-style-type: none"> ■ State school counselor conference
Dec.	<ul style="list-style-type: none"> ■ Dealing With Peer Pressure (7) ■ Attendance Is Essential small group 		<ul style="list-style-type: none"> ■ District school counseling meeting
Jan.	<ul style="list-style-type: none"> ■ Career Interest Inventory (7-8) ■ Study and Organizational Skills small group 	<ul style="list-style-type: none"> ■ Effective parent communication workshop (parents) 	
Feb.	<ul style="list-style-type: none"> ■ Career Day ■ Transition to High School (8th) ■ Study and Organizational Skills small group ■ Responsible Decisions small group 	<ul style="list-style-type: none"> ■ Parent conference (early release) 	
March	<ul style="list-style-type: none"> ■ Test-Taking Strategies (6-8) ■ Graduation plans (8) ■ Responsible Decisions small group 	<ul style="list-style-type: none"> ■ Advisory council 	<ul style="list-style-type: none"> ■ District school counseling meeting
April	<ul style="list-style-type: none"> ■ Course selection (6-8) 		
May	<ul style="list-style-type: none"> ■ High school field trips (8) ■ Fifth-graders visit middle school ■ Course selection (6-8) 	<ul style="list-style-type: none"> ■ Awards Night (6-7) ■ Awards Night (8) 	<ul style="list-style-type: none"> ■ Test proctoring
June			<ul style="list-style-type: none"> ■ School counselor planning retreat
July	<ul style="list-style-type: none"> ■ Open House 		<ul style="list-style-type: none"> ■ ASCA Conference