



Annual Calendar Template

School: **John Handley High School**

Academic Year: **2023-2024**

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> |
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| | 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 | <ul style="list-style-type: none"> <input type="checkbox"/> Individual Counseling <input type="checkbox"/> Crisis Counseling <input type="checkbox"/> Threat Assessments <input type="checkbox"/> Mediations between student-student & teacher-student <input type="checkbox"/> Reviewing ACPs | <ul style="list-style-type: none"> <input type="checkbox"/> Family/Teacher conferences <input type="checkbox"/> Guardian phone calls/emails <input type="checkbox"/> Outside agency consultations and referrals (DSS, CPS, mental health counseling) <input type="checkbox"/> Consult with guardians regarding questions and concerns about student needs <input type="checkbox"/> Actively Participate in Success Teams (collaboration between AP, Social Worker, and School Counselor to review student data and implement interventions) <input type="checkbox"/> Threat Assessment team participation as needed <input type="checkbox"/> Positive Behavior Interventions & Supports (PBIS) - providing incentives to students for recognition of PRIDE behavior in achievement/attendance/behavior | <ul style="list-style-type: none"> <input type="checkbox"/> JHHS Counselor Department Meeting, Weekly <input type="checkbox"/> Data analysis: grades, attendance, test scores, discipline <input type="checkbox"/> Attend professional development <input type="checkbox"/> District School Counseling Meetings, K-12 <input type="checkbox"/> RAMP work (creating and/or revising lessons plans, calendars, and other documentation as needed) <input type="checkbox"/> Hallway Duty (Fair-Share Responsibility) <input type="checkbox"/> Lunch Duty (Assigned Days) |

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| | | <input type="checkbox"/> Attend 504 and IEP meetings as needed | |
| August | <input type="checkbox"/> July 31 - Freshman & New Student School Scavenger Hunt & Schedule Pick Up <input type="checkbox"/> August 1 - Upperclassmen School Scavenger Hunt & Schedule Pick Up <input type="checkbox"/> August 10-23 - Individual meetings with students to adjust schedules (academic advisement) <input type="checkbox"/> August 23-30 Dual Enrollment Registration for Laurel Ridge Community College | | <input type="checkbox"/> Use data to identify students who require tests for graduation (SOL/WorkKeys testing) |
| September | <input type="checkbox"/> September 6 - Grades 9-12: Value Self & Others SEL Lesson <input type="checkbox"/> September 13 - Grades 9-12: Mutual Respect SEL Lesson <input type="checkbox"/> September 18 - Senior Student/Parent Information Night <input type="checkbox"/> September 20 -Grades 9-12: How Emotions and Stress Affect Body Language SEL Lesson <input type="checkbox"/> September 27, 6-8pm College Fair at the Apple Blossom Mall | | <input type="checkbox"/> Plan for Virginia College Application Week <input type="checkbox"/> Plan for Speed Networking Event - an event where seniors meet with career and employment representatives |
| October | <input type="checkbox"/> October 4 - Grades 9-12: Mastering the Art of Being On Time SEL Lesson <input type="checkbox"/> October 4, 5, 9, & 10 12th Grade: Virginia Wizard Lesson on Imagine 5 Career Pathways | <input type="checkbox"/> Parent communication about Q1 failure's. Letters mailed home to 12th grade families by counselors. | <input type="checkbox"/> Continue to Plan for Virginia College Application Week <input type="checkbox"/> Continue to Plan for Speed Networking Event <input type="checkbox"/> October 18-20 - Virginia School Counselor Association conference |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> October 9 - English Language Learning students in ESL I: Virginia Wizard Lesson on Work Skills <input type="checkbox"/> October 11 - Grades 9-12: Play By The Rules SEL Lesson about Following Directions <input type="checkbox"/> October 25 - Grades 9-12: Building Lasting Habits - Strategies for Success SEL Lesson <input type="checkbox"/> October 23-27 - Virginia College Application Week | | |
| November | <ul style="list-style-type: none"> <input type="checkbox"/> November 1st - Grades 9-12: Finding Digital Balance - Mastering Self-Control in the Smartphone Era <input type="checkbox"/> November 8 - School Counseling Advisory Council Meeting <input type="checkbox"/> November 8 - School Counselors began individual meetings for closing the gap action plan <input type="checkbox"/> November 15 - Grades 9-12: Learning From Failure SEL Lesson <input type="checkbox"/> November 16 - Speed Networking Event - an event where seniors meet with career and employment representatives <input type="checkbox"/> November 27 - Financial Aid Night for Seniors <input type="checkbox"/> November 29 - 6 students, grades 9-12: Improving Attendance by Connecting School to Future Goals Small Group <input type="checkbox"/> November 30 - 8 female students, grades 9-12: Big Feelings Small Spaces Small Group | <ul style="list-style-type: none"> <input type="checkbox"/> November 8 - Initial parent/guardian communication via TalkingPoints app about students' attendance for those who are participating in the closing the gap intervention/action plan. | <ul style="list-style-type: none"> <input type="checkbox"/> November 20 - Fall nomination Scholarship Committee meeting |

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| December | <input type="checkbox"/> December 6 - Grades 9-12: Self Management - Stress Relief Techniques SEL Lesson <input type="checkbox"/> December 6 - 6 students, grades 9-12: Improving Attendance by Connecting School to Future Goals Small Group <input type="checkbox"/> December 13 - 6 students, grades 9-12: Improving Attendance by Connecting School to Future Goals Small Group <input type="checkbox"/> December 20 - 6 students, grades 9-12: Improving Attendance by Connecting School to Future Goals Small Group <input type="checkbox"/> December 20 - Scheduling Presentation for 11th Grade <input type="checkbox"/> December 21 - 8 female students, grades 9-12: Big Feelings Small Spaces Small Group | | |
| January | <input type="checkbox"/> January 10 - Grades 9-12: Integrity through Self Reflection SEL Lesson <input type="checkbox"/> January 11 - 8 female students, grades 9-12: Big Feelings Small Spaces Small Group <input type="checkbox"/> January 17 - Rising 9th grade student and family information night <input type="checkbox"/> January 17 - Grades 9-12: Owning Mistakes - The Danger of a Single Story SEL Lesson <input type="checkbox"/> January 24 - Grades 9-12: Balancing Act Between Self-Esteem and Narcissism SEL Lesson <input type="checkbox"/> January 25 - Scheduling Presentation for 10th Grade | <input type="checkbox"/> Parent/guardian communication about Semester 1 failure's. Letters mailed home to 12th grade families with graduation requirements by counselors. | <input type="checkbox"/> Use data to review students who require tests for graduation (SOL/WorkKeys testing) with the Testing Coordinator. |

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| | <input type="checkbox"/> January 25 - 8 female students, grades 9-12: Big Feelings Small Spaces Small Group <input type="checkbox"/> January 31 - Grades 9-12: Try Being Kind To Yourself SEL Lesson <input type="checkbox"/> One-on-one meetings with students to create their academic and career plans and schedule for the following year. | | |
| February | <input type="checkbox"/> February 7 - Grades 9-12: The Geography of Happiness SEL Lesson <input type="checkbox"/> February 12 - Scheduling Presentation for 9th Grade <input type="checkbox"/> February 14 - Grades 9-12: Communication and Miscommunication SEL Lesson <input type="checkbox"/> February 21 - Grades 9-12: Soft Skills for Professional Success SEL Lesson <input type="checkbox"/> February 28 - Grades 9-12: WOOP SEL Lesson about setting goals and predicting obstacles <input type="checkbox"/> One-on-one meetings with students to create their academic and career plans and schedule for the following year. | | |
| March | <input type="checkbox"/> March 13 - Grades 9-12: Mental, Emotional, Social, and Spiritual Health SEL lesson <input type="checkbox"/> March 20 - Grades 9-12: What is Social Identity SEL Lesson <input type="checkbox"/> March 27 - Grades 9-12: Accepting Bicultural Identity SEL lesson | <input type="checkbox"/> Parent communication about Q3 failure's. Letters mailed home to 12th grade families by counselors. | <input type="checkbox"/> March 1 - Scholarship Committee meeting |

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| | <input type="checkbox"/> One-on-one meetings with students to create their academic and career plans and schedule for the following year. <input type="checkbox"/> Meet with students and parents to let them know they are not on track to graduate in May | | |
| April | <input type="checkbox"/> April 10 - Grades 9-12: Getting Rid of Negative Statements When Studying SEL Lesson <input type="checkbox"/> April 17 - Grades 9-12: Welcome to the Emotion Arcade: Exploring Emotions SEL Lesson <input type="checkbox"/> April 24 - Grades 9-12: Video Games and Empathy SEL Lesson <input type="checkbox"/> April 9 and 11 - 8th Grade Visit to John Handley High School <input type="checkbox"/> April 17 - School Counseling Advisory Council Meeting <input type="checkbox"/> Individual meetings with students to enroll in summer courses. | | <input type="checkbox"/> Review Senior data and records to determine Virginia Department of Education Diploma Seals |
| May | <input type="checkbox"/> May 8 - Grades 9-12: Good Friends Turn Up In Unlikely Places SEL lesson <input type="checkbox"/> May 9 - Grade 12: Decision Day - students announce what their plans are for after high school <input type="checkbox"/> May 15 - Grades 9-12: The Emotive Power of Your Voice SEL Lesson <input type="checkbox"/> Individual meetings with students to enroll in summer courses. | | <input type="checkbox"/> Reviewing student records to plan for graduation. <input type="checkbox"/> Planning and Coordinating Golden Gavel Awards Ceremony <input type="checkbox"/> Planning and Coordinating Baccalaureate |
| June | | | |

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| July | | | <input type="checkbox"/> ASCA Conference |
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